



**RESOLUTION NO. 2019-73
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03**

AGENDA

MISSION STATEMENT

"Our team is dedicated to protecting, enhancing, and developing our rich water resources to the highest beneficial use for Calaveras County, while maintaining cost-conscious, reliable service, and our quality of life, through responsible management."

Regular Board Meeting
Wednesday, November 13, 2019
9:00 a.m. – note new time

Calaveras County Water District
120 Toma Court, (PO Box 846)
San Andreas, California 95249

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

2. **PUBLIC COMMENT**

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.

3. **CONSENT AGENDA**

The following items are expected to be routine / non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

3a Approval of Minutes for the Board Meetings of October 9 and October 23, 2019

3b Review Board of Directors Monthly Time Sheets for October, 2019

BOARD OF DIRECTORS

Russ Thomas, President Bertha Underhill, Vice President
Scott Ratterman, Director Cindy Secada, Director Jeff Davidson, Director

- 3c Ratify Claim Summary #572 Secretarial Fund in the Amount of \$1,604,536.52 for October, 2019
(Rebecca Callen, Director of Administrative Services) **RES 2019-_____**
- 3d Authorized Signatures on Banking and Investment Accounts
(Peter Martin, Interim Director of Administrative Services)
- Umpqua Bank **RES 2019-_____**
 - Local Agency Investment Fund **RES 2019-_____**
 - Wells Fargo **RES 2019-_____**
- 3e Report on the Monthly Investment Transactions for October, 2019
(Rebecca Callen, Director of Administrative Services)
- 3f* Recognition of Robert Creamer for his Service with CCWD
(Charles Palmer, District Engineer) **RES 2019-_____**

4. NEW BUSINESS

- 4a Discussion/Direction of the FY 2019-20 First Quarter Investment Report
(Rebecca Callen, Director of Administrative Services)
- 4b Discussion/Action regarding the Agreement for Qualified Labor between the Calaveras County Water District and Utica Water and Power Authority
(Michael Minkler, General Manager)

5. OLD BUSINESS

- 5a* Update on Actions of the Eastside Groundwater Sustainability Agency and JPA
(Peter Martin, Manager of Water Resources)
- 5b Update regarding the District's New Operations Maintenance Facility
(Kevin Williams, Civil Engineer)

6. REPORTS

- 6a Report on the October, 2019 Operations Department
(Damon Wyckoff, Director of Operations)
- 6b* General Manager Report

7.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

8. CLOSED SESSION

- 8a Conference with Legal Counsel – Existing Litigation
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD
(Calaveras County Superior Court #11CV37713)

- 8b Conference with Real Property Negotiators Government Code §54956.8
Property: APN's 046-019-051, 073-042-127, and 073-042-129, Valley Springs.
District Negotiators: Michael Minkler and Peter Martin
Under Negotiation: price and other terms

9. REPORTABLE ACTION FROM CLOSED SESSION

10. NEXT BOARD MEETINGS

- Wednesday, November 27, 2019, 9:00 a.m., - Cancelled
- Wednesday, December 11, 9:00 a.m., Regular Board Meeting

11. ADJOURNMENT

CALAVERAS COUNTY WATER DISTRICT

Board of Directors

District 1 Scott Ratterman
District 2 Cindy Secada
District 3 Bertha Underhill
District 4 Russ Thomas
District 5 Jeff Davidson

Legal Counsel

Matthew Weber, Esq.
Downey Brand, LLP

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

Auditor

Richardson & Company, LLP

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
Executive Committee (*ad hoc*)

Membership**

Davidson / Thomas (alt. Secada)
Underhill / Secada (alt. Thomas)
Davidson / Thomas (alt. Ratterman)
Thomas / Underhill

Joint Power Authorities

ACWA / JPIA
CCWD Public Financing Authority
Calaveras-Amador Mokelumne River Authority (CAMRA)
Calaveras Public Power Agency (CPPA)
Eastern San Joaquin Groundwater Authority
Tuolumne-Stanislaus Integrated Regional Water
Management Joint Powers Authority (T-Stan JPA)
Upper Mokelumne River Watershed Authority (UMRWA)

Ratterman (alt. Michael Minkler)
All Board Members
Ratterman / Underhill (alt. Secada)
Peter Martin (alt. Michael Minkler)
Thomas
Secada (alt. Thomas)
Davidson (alt. Ratterman)

Other Regional Organizations of Note

Calaveras LAFCO
Calaveras County Parks and Recreation
Committee
Highway 4 Corridor Working Group
Mountain Counties Water Resources
Association (MCWRA)
Mokelumne River Association (MRA)
Tuolumne-Stanislaus Integrated Regional Water
Mgt. JPA Watershed Advisory Committee (WAC)
Eastern San Joaquin Groundwater Authority-Technical
Advisory Committee

Ratterman / Thomas
Thomas (alt. Ratterman)
Thomas / Underhill
All Board Members
All Board Members
Peter Martin (alt. Metzger)
Peter Martin

* Standing committees, meetings of which require agendas & public notice 72 hours in advance of meeting.

** The 1st name listed is the committee chairperson.



RESOLUTION NO. 2019-69
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
REGULAR BOARD MEETING**

OCTOBER 9, 2019

Directors Present: Russ Thomas, President
Bertha Underhill, Vice President
Scott Ratterman, Director
Cindy Secada, Director

Directors Absent: Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Stacey Lollar, Human Resources Manager
Peter Martin, Interim Director of Administrative Services
Damon Wyckoff, Director of Operations

Others Present: Vickey Mills

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance. Director Davidson was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

**MOTION: Directors Ratterman/Secada - Approved Consent Agenda Items:
3b and 3d as presented**

Director Ratterman pulled Item 3a from the Consent Agenda

3a Approval of Minutes for the Board Meeting of September 25, 2019

3b Review Board of Directors Monthly Time Sheets for September, 2019

- Director Underhill pulled Item 3c from the Consent Agenda**
- 3c Ratify Claim Summary #571 Secretarial Fund in the Amount of \$2,434,398.67 for September, 2019
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**
- 3d Support for the Association of California Water Agencies' Integrated Regional Water Management Policy Principles
(Peter Martin, Interim Director of Administrative Services) **RES 2019-69**

AYES: Directors Ratterman, Secada, Underhill, and Thomas
NOES: None
ABSTAIN: None
ABSENT: Director Davidson

OFF CONSENT AGENDA

- Director Ratterman pulled Item 3a from the Consent Agenda**
- 3a Approval of Minutes for the Board Meeting of September 25, 2019

MOTION: Directors Ratterman/Underhill – Approved Consent Item 3a as amended.

DISCUSSION: Director Ratterman corrected the September 25th Minutes which state that Director Davidson attended the Closed Session when he was actually absent. Director Underhill asked for a few grammatical changes.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, and Thomas
NOES: None
ABSTAIN: None
ABSENT: Director Davidson

- Director Underhill pulled Item 3c from the Consent Agenda**
- 3c Ratify Claim Summary #571 Secretarial Fund in the Amount of \$2,434,398.67 for September, 2019
(Peter Martin, Interim Director of Administrative Services) **RES 2019-70**

MOTION: Directors Ratterman/Secada – Approved Consent Item 3c as amended.

DISCUSSION: Director Underhill asked questions on the payments to Condor, DRM Construction, and Mozingo. Director Secada asked questions on the payments for health insurance, fuel for the power shutdown, the CALPELRA membership, software licensing, statement processing, radio read meters, Garcia & Associates, Surface Pros purchases, and the liquid oxygen purchase. Director Thomas asked about the payment to Blue Tarp, the rammer repair and rammer rental, Lee & Ro Inc., and the septic tank repairs. Mr. Martin, Mr. Wyckoff, and Mr. Minkler responded to the questions presented.

PUBLIC COMMENT:

Vickey Mills commented on the Claim Summary numbering. She stated the printed copy is different than the online version. She also asked why there were two different cyanobacteria tests done.

AYES: Directors Ratterman, Secada, Underhill, and Thomas
NOES: None
ABSTAIN: None
ABSENT: Director Davidson

4. NEW BUSINESS

There was no new business.

5. OLD BUSINESS

- 5a Update on the Calaveras County General Permit Conditions and Specifications for Trench Cuts and Street Resurfacing (Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler discussed the Draft Calaveras County General Permit Conditions and Specifications for Trench Cuts and Street Resurfacing. He identified items in the draft that the District has concerns about. There was discussion between Mr. Minkler and the Board regarding the draft policy and the District's response to it.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

6. REPORTS

- 6a Report on the August 2019 Operations Department (Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the August 2019 monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

- 6b* General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) that the District hired Rebecca Callen for the Director of Administrative Services position; 2) the PG&E Public Safety Power Shutdown preparation; 3) the District is keeping much of the planning work for the Corp Yard in house to reduce costs; 4) the District is working with County Environmental Health Dept. and the State Regional Water Board regarding the harmful algae blooms; 5) Sam Singh was promoted to the Senior Engineering Technician; 6) he attended the ACWA Region 3 Tour at Nevada Irrigation District (NID) with Director Ratterman where they discussed forest management practices. There was discussion about having a GIS Map on the website with the locations of all fire hydrants in the District; 7) he will be meeting with Jeff Shields, Interim General Manager of TriDam, to discuss the Copper Cove pump replacement project; and 8) the Washington, D.C. trip next week to try to secure Section 219 funding.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported that she attended the East Bay Municipal Utility District (EBMUD) BBQ and met new people. The EBMUD Senior Community Affairs Representative would like to collaborate with the District on the High School Scholarship program and the Water Resources Planning Representative would like to work with the District regarding water being supplied to Comanche.

Director Secada reported that the IRWM meeting is next week and they are now planning on sending out meeting recaps.

Director Ratterman reported on the meeting at NID he attended with Mr. Minkler. He mentioned that they discussed forest thinning and fire breaks in the area. He also mentioned the Mountain Counties Water Resources Association (MCWRA) Symposium is on November 8, the MCWRA tour and reception is on November 14 at the Murphy's Hotel, and the CAMRA is meeting Wednesday October 16.

Director Thomas had nothing to report.

8. NEXT BOARD MEETINGS

- Wednesday, October 23, 2019, 1:00 p.m., Regular Board Meeting
- Wednesday, November 13, 2019, 9:00 a.m., Regular Board Meeting (Please note new time)

The meeting adjourned into Closed Session at approximately 2:56 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, and Scott Ratterman; and staff member Michael Minkler, General Manager.

9. CLOSED SESSION

- 9a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(d)(4) –1 case

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:29 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:30 p.m.

By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board



RESOLUTION NO. 2019-71
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
REGULAR BOARD MEETING**

OCTOBER 23, 2019

Directors Present: Russ Thomas, President
Bertha Underhill, Vice President
Scott Ratterman, Director
Cindy Secada, Director
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Stacey Lollar, Human Resources Manager
Peter Martin, Interim Director of Administrative Services
Damon Wyckoff, Director of Operations
Rebecca Callen, Director of Administrative Services
Joel Metzger, Manager of External Affairs

Others Present: Vickey Mills

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance.

2. PUBLIC COMMENT

There was no public comment

3. CONSENT AGENDA

MOTION: Directors Davidson/Underhill - Approved Consent Agenda Items: 3b and 3c as presented

Director Thomas pulled item 3a from the Consent Agenda

3a Accept the Report on the Monthly Investment Transactions for September, 2019 (Peter Martin, Interim Director of Administrative Services)

- 3b Approval of Board Meeting Schedule in November and December, 2019
(Michael Minkler, General Manager)
- 3c Acceptance and Transfer of Divisions 4 / Copperopolis Copper Hills Unit 2, Phase A, Water and Wastewater Service Facilities Improvements Project, CCWD #01264
(Charles Palmer, District Engineer) **RES 2019-71**

AYES: Directors Davidson, Underhill, Ratterman, Secada, and Thomas
NOES: None
ABSTAIN: None
ABSENT: None

OFF CONSENT AGENDA

MOTION: Directors Thomas/Ratterman – Approved Consent Item 3a as presented

DISCUSSION: Director Thomas was happy to see the Lehman Bros Holdings Account was now marked as “In Default”. He also mentioned the interest earnings of \$32.13 from the Wells Fargo Account. In addition, he thanked Mr. Martin for his hard work and efforts during his time as the Interim Director of Administrative Services. The other members of the Board echoed those sentiments.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Thomas, Ratterman, Secada, Davidson, and Underhill
NOES: None
ABSTAIN: None
ABSENT: None

4. NEW BUSINESS

- 4a* Resolution of Appreciation for Christopher Zanardi for his 30 years of Service with CCWD
(Damon Wyckoff, Director of Operations) **RES 2019 - 72**

MOTION: Directors Ratterman/Davidson – Adopted Resolution No. 2019-72 Recognizing CCWD Employee Christopher Zanardi for his 30 years of service to the District

DISCUSSION: President Thomas read the framed resolution commending Chris Zanardi for his 30 years of service to CCWD. Mr. Minkler and Mr. Wyckoff added their thanks to Mr. Zanardi for his hard work and dedication to the District.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Davison, Secada, Underhill, and Thomas
NOES: None
ABSTAIN: None
ABSENT: None

- 4b Discussion/Direction Regarding USDA Rural Development Utilities Service Grant/Loan Award and Letter of Conditions for Proposed Districtwide Automatic Metering Project , CIP No. 11096
(Peter Martin, Interim Director of Administrative Services)

DISCUSSION: Mr. Martin gave a PowerPoint presentation on the proposed Districtwide Automatic Metering Project, CIP No.11096. He explained that the District received a Letter of Conditions from USDA Rural Development that outlined the terms of the grant/loan offer. The letter stated that funds have been obligated to the project and the offer of a \$1 million dollar grant is conditioned on the acceptance of the \$5 million dollar loan component. He reviewed the benefits of the project to customer service and water conservation as well as the financial considerations. He added that the project would need to be completed within five years. There was significant discussion on the pros and cons of the grant and the possibility of the District self-funding the project. The Board gave direction for staff to bring this item to the Engineering Committee with some budget refinements and the USDA bidding requirements. The Board would like to know if the project has to be contracted out or if it can be completed internally.

PUBLIC COMMENT: Vickey Mills addressed the Board regarding the disbursement of a USDA Grant and the cost versus benefits of the project. She also thinks the schedule should be adjusted to have meters replaced in West Point first.

5. **OLD BUSINESS**

- 5a Review of the District's Public Safety Power Shutoff Emergency Action Plan Implementation
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff discussed the results of the PSPS implementation of Oct 7-11. He reviewed the events and lessons learned during the shutdown. He also disclosed that the total cost of the power shut down was approximately \$85,000. Mr. Minkler added how well the action plan created by Damon Wyckoff and his field crew worked. The District was well prepared for the shut down and it enabled the failures encountered to be addressed quickly. There was significant discussion on the cost of the shut down and how the District can recover the cost if at all.

6. **REPORTS**

- 6a General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) the District's PSPS response; 2) the trip to Washington, D.C. for legislative meetings. The two biggest deliverables are letters of support from Congressman McClintock and Congressman Garamendi for the District's \$1.1 million request for the Tertiary Plant in Copperopolis. Overall they were able to bring a lot of attention to the project; and 3) he introduced Rebecca Callen, Director of Administrative Services to the Board.

7. **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Secada reported that she attended the CAMRA meeting as an alternate to Director Ratterman. She also reported that she will not be in attendance at the next Board meeting since she will be at a conference that week.

Director Davidson reported on the Washington, D.C trip. He felt the meetings with Senator Harris and Senator Feinstein's offices were very positive.

Director Ratterman reported on the Washington, D.C trip. The Army Corp of Engineers has \$70 million in funding and the District is asking for \$1.1 Million dollars for a Tertiary Project in Copper Cove to be done within one year. He applauded Mia O’Connell for her knowledge and planning. He also reported that he is now a member of the ACWA JPIA Property Committee.

Director Underhill asked about a Board retreat. She also mentioned that the White Pines Park Committee would like to expand the beach and provided a proposal to Mr. Minkler.

Director Thomas reported that Senator Borgeas will be using the CCWD Boardroom for a meet and greet on Friday October 25th.

8. NEXT BOARD MEETINGS

- Wednesday, November 13, 2019, 9:00 a.m., Regular Board Meeting *(Please note new time)*
- Wednesday, November 27, 2019, 9:00 a.m., Regular Board Meeting *(Proposed cancellation)*

9. ADJOURNMENT

With no further business, the meeting adjourned at 3:10 p.m.

By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 13, 2019
TO: Michael Minkler, General Manager
FROM: Rebecca Hitchcock, Clerk to the Board
SUBJECT: Review Board of Directors Time Sheets for October, 2019

RECOMMENDED ACTION:

For information only.

SUMMARY:

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets from which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the month of October, 2019.

Board Members can be reimbursed for mileage cost to travel to meetings/conferences and are paid at the current IRS rate.

FINANCIAL CONSIDERATIONS:

Monthly compensation and mileage reimbursement costs are included in the FY 2019-20 budget.

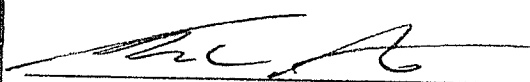
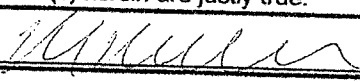
Attachments: Board of Directors Time Sheets for October 2019

COPY

CALAVERAS COUNTY WATER DISTRICT
2019 DIRECTOR REIMBURSEMENT FORM

For Payroll
Admin Use Expense

Month/Yr October 2019
Name S. Ratterman

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
10-3	Meeting at CPUD - CAMRA 2020 Planning									5
10-4	Region 3 ACWA for - Grass Valley							\$120.-		197
10-9	CCWD Reg Mtg							120.-		7
10-15	Travel to Wash DC									85
10-16	Meetings w/ Delegates							120.-		
10-17	Meetings w/ Delegates							120.-		
10-18	Travel home from Wash DC							120.-		85
10-23	CCWD Reg. Mtg.							120.-		7
Total	<i>For Totals line, multiply miles by the IRS rate:</i> 1/1/2019 \$0.580									386
<i>Pursuant to Board Policy 4030, receipts required; report materials required.</i>						Totals (use IRS mileage rate)		\$720.-		223.88
The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.						Signature of Claimant: 				
Administrative Review: 						Date: 10/25/19		Orig to Finance Dept.		

COPY

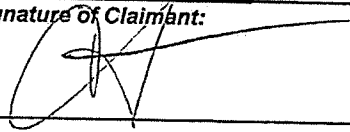
CALAVERAS COUNTY WATER DISTRICT DIRECTOR REIMBURSEMENT FORM


For Admin Use	Payroll Expense	<input checked="" type="radio"/>
		<input type="radio"/>

Month/Yr October-19
 Name Cindy Secada

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
9-Oct	Regular Board meeting									38.7
16-Oct	CAMRA Meeting							\$120		38.7
23-Oct	Regular Board meeting							\$120		38.7
Total	<i>For Totals line, multiply miles by the IRS rate:</i>			\$0.580						116.1
<i>Pursuant to Board Policy 4030, receipts required; report/materials required.</i>				Totals (use IRS mileage rate)				\$360	\$ -	\$67.34

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:


Administrative Review: 

Date: 10/28/19

Orig to Finance Dept.

**CALAVERAS COUNTY WATER DISTRICT
2019 DIRECTOR REIMBURSEMENT FORM**

For	Payroll	<input checked="" type="checkbox"/>
Admin	Expense	<input type="checkbox"/>
Use		

Month/Yr OCTOBER 2019

Name BETHA E UNDERHILL

COPY

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
10-2-19	SPPOC - ARNOLD							—		—
10-4-19	EBMUD - LAKE PARDES							120		107
10-5-19	PWS BOARD MEETING							120		16
10-9-19	BOARD MEETING							120		84
10-16-19	CAMRA							120		84
10-21-19	WHITE PINES PARK - ARNOLD							—		—
10-23-19	BOARD MEETING							120		84

Total	For Totals line, multiply miles by the IRS rate: 1/1/2019 \$0.580									375	
Pursuant to Board Policy 4030, receipts required; report /materials required.								Totals (use IRS mileage rate)	600 ⁰⁰		217 ⁵⁰

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:
Betha E Underhill

Administrative Review: M. M. M. M. M.

Date: 10/23/19

Orig to Finance Dept.

CALAVERAS COUNTY WATER DISTRICT 2019 DIRECTOR REIMBURSEMENT FORM

For Payroll
Admin Expense
Use

Month/Yr October, 2019
Name Russ Thomas



Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
9/30/2019	Legal Affairs Committee									
10/9/2019	CCWD Regular Board meeting							120		44
10/16/2019	Travel to Toma Court for document signing							120		44
10/22/2019	Board of Supervisors meeting							0		44
10/23/2019	CCWD Regular Board meeting							120		46
								120		44
Total	<i>For Totals line, multiply miles by the IRS rate:</i>		1/1/2019	\$0.580				\$ 480.00	0	222
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>					Totals (use IRS mileage rate)					\$ 128.76

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:
Russ Thomas

Administrative Review: MMCCU

Date: 10/28/19

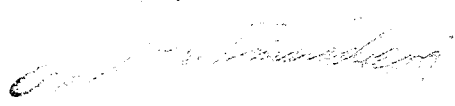
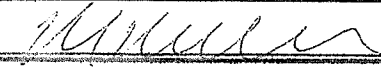
Orig to Finance Dept.



CALAVERAS COUNTY WATER DISTRICT
2019 DIRECTOR REIMBURSEMENT FORM

For Admin Use	Payroll Expense	<input checked="checked" type="checkbox"/>
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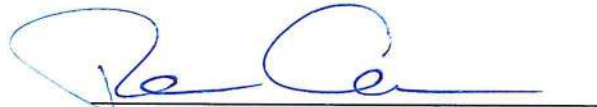
Month/Yr Oct-19
 Name Jeff Davidson

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles	
		Yes	No	Yes	No	Yes	No	Meeting	Expense		
23-Oct	CCWD Board Meeting							\$120		28	
15-Oct	Meetings with delegates in DC. Mileage to Sac Arpt 66							\$120		66	
16-Oct	Meetings with delegates in DC							\$120			
17-Oct	Meetings with delegates in DC							\$120			
18-Oct	Meetings with delegates in DC Mileage to Sac Arpt 66							\$120		66	
30-Sep	Eng and Legal Affairs Committee							\$120		28	
Total	<i>For Totals line, multiply miles by the IRS rate: 1/1/2019 \$0.580</i>							720	0	188	
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								Totals (use IRS mileage rate)		\$109.04	
The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.							Signature of Claimant: 				
Administrative Review: <u></u>					Date: _____			Orig to Finance Dept.			

**Calaveras County Water District
Claim Summary # 572**

Certificate of Administrative Officer

The services listed on the within schedules were actually rendered by the close of the current month. The articles listed on the schedules within and the supporting invoices were actually delivered, or payment therefore is properly due prior to delivery. To the best of my knowledge all claims made are in accordance with adopted Board policies and/or other Board actions and are in compliance with all applicable laws. The claimants named on the within schedules are each entitled to the amount set opposite their respective names.



Rebecca Callen
Director of Administrative Services

1. October 2019 payroll checks issued on 10/15/2019	162,583.13
2. October 2019 payroll checks issued on 10/31/2019	186,718.23
3. October 2019 compensation to Directors	2,060.68
4. Vendor payments for October 1 through 31, 2019	942,508.60
5. Other payroll related costs	<u>310,665.88</u>

Claim Summary Total \$1,604,536.52

Calaveras County Water District
AP Disbursement Summary
October 1-31, 2019

CCWD Operating Expenditures		\$ 611,217.65
Expenditures to be reimbursed from other agencies	(A)	25,000.00
Expenditures to be reimbursed from grant agreements	(B)	7,281.63
Fiduciary Payments (funds collected prior to expenditure)	(C)	17,223.51
Partial Reimbursement	(D)	106,183.98
Capital R&R Projects	(E)	55,434.04
Capital Outlay	(F)	120,167.79
Total Payments		\$ 942,508.60

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
133844	A T & T	Leased Lines 10/19	10/17/2019	66.08	
133845	A T & T	Internet Service 10/19 - LC	10/17/2019	51.46	
133875	A T & T	Phone 10/19 - SA Shop	10/24/2019	105.08	
133807	A T & T CALNET 3	District Radio Tower 09/19 - Camp Connell	10/10/2019	271.20	
133846	A T & T CALNET3	Phone 10/19 - Dorrington P/S	10/17/2019	21.30	
133847	A T & T CALNET3	Phone 10/19 - District Wide	10/17/2019	1,275.41	
133848	A T & T CALNET3	T Line 10/19	10/17/2019	164.69	
133877	A T & T CALNET3	Phone 10/19 - OP HQ Long Distance	10/24/2019	433.29	
133878	A T & T CALNET3	Phone 10/19 - Hunters	10/24/2019	21.31	
133879	A T & T CALNET3	Phone 10/19 - Azalea L/S	10/24/2019	19.65	
133880	A T & T CALNET3	Phone 10/19 - CCWHSE	10/24/2019	1.96	
133881	A T & T CALNET3	Phone 10/19 - OP HQ Back Up	10/24/2019	191.79	
133882	A T & T CALNET3	Phone/Fax 10/19 - JLTC	10/24/2019	128.72	
133751	A T & T MOBILITY	Cell Phone 10/19 - Brown	10/03/2019	65.28	
133752	ACWA	2020 Membership Dues	10/03/2019	24,005.00	
133808	ACWA/JPIA	Dental Insurance, Employees 11/19	10/10/2019	6,201.68	(D)
133808	ACWA/JPIA	Vision Insurance, Employees 11/19	10/10/2019	1,262.08	
133808	ACWA/JPIA	EAP 11/19	10/10/2019	150.40	
133808	ACWA/JPIA	Dental Insurance, Retirees 11/19	10/10/2019	2,819.32	
133808	ACWA/JPIA	Vision Insurance, Retirees 11/19	10/10/2019	798.08	
133849	ACWA/JPIA	Auto/General Liability Program 10/19-09/20	10/17/2019	135,280.93	
133883	ACWA/JPIA	Workers Compensation Insurance July-Sept 2019	10/24/2019	22,006.99	
133884	ADP INC	Payroll Processing Sept/Oct	10/24/2019	1,305.66	
133753	AFLAC	Aflac Insurance 09/19	10/03/2019	2,092.28	(C)
133885	ALDERSON FENCING	Fence Install - Hunters WTP	10/24/2019	3,975.00	
133809	ALHAMBRA DRINKING WATER	Water Cooler Service 09/19 - LCWWTP	10/10/2019	55.28	
133810	ALHAMBRA DRINKING WATER	Water Cooler Service 09/19 - JLWTP	10/10/2019	81.16	
133850	AMADOR WATER AGENCY	Dog Bite Safety Training (9)	10/17/2019	731.25	
133811	AMERIPRIDE SERVICES,INC	Uniform Laundry Service 09/19	10/10/2019	1,901.91	
EFT	ANTHEM-BLUE CROSS	Health Insurance, Employees 10/19	10/08/2019	99,982.30	(D)
EFT	ANTHEM-BLUE CROSS	Health Insurance, Retirees 10/19	10/08/2019	43,925.42	
133812	AQUA TECH COMPANY	Tank Inspections - District Wide	10/10/2019	34,491.10	
133813	ARNOLD AUTO SUPPLY	Flashlight - Vehicle #143	10/10/2019	19.29	
133813	ARNOLD AUTO SUPPLY	Washer Fluid/Wiper Blades/Towels/Hydraulic Hose/Ends - Vehicle #529	10/10/2019	166.02	
133813	ARNOLD AUTO SUPPLY	Wiper Blades - Vehicle #554	10/10/2019	38.59	
133813	ARNOLD AUTO SUPPLY	Diesel Exhaust Fluid/Rags/Sandpaper - Vehicle #592	10/10/2019	203.73	
133813	ARNOLD AUTO SUPPLY	Tail Light - Vehicle #712	10/10/2019	14.99	
133813	ARNOLD AUTO SUPPLY	Wrench/Adhesive/Epoxy - Vehicle #717	10/10/2019	165.13	
133813	ARNOLD AUTO SUPPLY	Epoxy/Tank Repair/Cleaners/Brush/Grease/Puller - EP Barn	10/10/2019	191.77	
133813	ARNOLD AUTO SUPPLY	Rope/Wire/Batteries (2)/Charger/Clamps/Wire - FMWWTP	10/10/2019	1,074.52	
133813	ARNOLD AUTO SUPPLY	Batteries (2)/Charger - FMWWTP Generator	10/10/2019	523.06	
133813	ARNOLD AUTO SUPPLY	Lubricant - Hunters WTP	10/10/2019	10.73	
133755	ARNOLD TIRE AND AUTO CARE	Tire (1) Mounted/Balanced - Vehicle #719	10/03/2019	24.83	
133886	BAUMANN, GREGG	Aquatic Management - FMWWTP	10/24/2019	715.00	

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133887	BIG VALLEY FORD LINCOLN MERCURY	Antifreeze/Bolt - Vehicle #124	10/24/2019	115.75
133887	BIG VALLEY FORD LINCOLN MERCURY	Replace Radiator/Brakes/Filter Housing - Vehicle #522	10/24/2019	1,447.26
133887	BIG VALLEY FORD LINCOLN MERCURY	Coolant Hose - Vehicle #525	10/24/2019	80.25
133851	BNN, LLC	Rent 11/19 - SA Shop	10/17/2019	3,000.00
133851	BNN, LLC	Utility Reimbursement 09/19 - SA Shop	10/17/2019	299.88
133889	BURKE, ZACHARY	Overtime Call Out Mileage Reimbursement	10/24/2019	39.44
133852	CAL.NET-MOTHERLODE	Internet Service 11/19 - Wallace	10/17/2019	57.92
133853	CALAVERAS AUTO SUPPLY	Battery/Filter/Oil/Transmission Fluid - Vehicle #121	10/17/2019	164.10
133853	CALAVERAS AUTO SUPPLY	Back-Up Camera - Vehicle #135	10/17/2019	159.80
133853	CALAVERAS AUTO SUPPLY	Oil/Filter - Vehicle #145	10/17/2019	240.99
133853	CALAVERAS AUTO SUPPLY	Brake Pads/Rotors/Calipers/Diesel Exhaust Fluid - Vehicle #710	10/17/2019	386.72
133853	CALAVERAS AUTO SUPPLY	Diesel Exhaust Fluid/Fittings - Vehicle #723	10/17/2019	19.30
133853	CALAVERAS AUTO SUPPLY	Battery - Mokelumne River Generator	10/17/2019	110.04
133853	CALAVERAS AUTO SUPPLY	Hammer/Mandrel Set/Ball Joint/Pitman Arm Separators/Ratchet - SA Shop	10/17/2019	120.88
133853	CALAVERAS AUTO SUPPLY	Batteries (2) - JL B Tank Generator	10/17/2019	405.60
133756	CALAVERAS COUNTY TAX COLLECTOR	Solid Waste Fee FY 19-20 - District Wide	10/03/2019	563.00
133854	CALAVERAS LUMBER CO INC	Tool Combo Kit/Wrenches/Sledge Hammer/Pliers/Ratchet/Level - Vehicle #134	10/17/2019	1,211.55
133854	CALAVERAS LUMBER CO INC	Tie Down Ratchet Straps - Vehicle #707	10/17/2019	85.09
133854	CALAVERAS LUMBER CO INC	Hose/Shop Towels/Brush/Nozzle/Tape Measure/Bits - Vehicle #720	10/17/2019	175.71
133854	CALAVERAS LUMBER CO INC	Screwdrivers/Rakes/Hose/Couplings/Tarps/Skimmer - FMWWTP	10/17/2019	298.01
133854	CALAVERAS LUMBER CO INC	Sawzall Blades/2-Way Radios - CCWHSE	10/17/2019	94.79
133854	CALAVERAS LUMBER CO INC	Cement/Grout/Flashlights/Bulbs/Couplings/Batteries - Collections Crew	10/17/2019	237.37
133854	CALAVERAS LUMBER CO INC	Lumber - SA Shop Fuel Tank Install	10/17/2019	173.65
133854	CALAVERAS LUMBER CO INC	Shelving/Power Strips/Spray Paint - OP HQ IT Office	10/17/2019	423.80
133854	CALAVERAS LUMBER CO INC	Welding Supplies/Concrete - DF/VCTO WWTP	10/17/2019	274.25
133854	CALAVERAS LUMBER CO INC	Screwdrivers/Lubricant/Primer/Cement/Tape/Cable Ties - Construction Crew	10/17/2019	117.60
133890	CALIFORNIA DEPT OF FISH & WILDLIFE	Lake & Streambed Alteration Fee - Bear Creek Debris Removal	10/24/2019	2,241.00 (B)
EFT	CDTFA	Use Tax July-Sept 2019	10/18/2019	1,596.00
133891	CALIFORNIA TEES	Shirts/Hats - District Staff	10/24/2019	1,286.15
133815	CALIFORNIA WASTE RECOVERY SYSTEMS	Refuse Disposal 10/19 - District Wide	10/10/2019	1,417.98
133816	CALTEL	Leased Lines 09/19	10/10/2019	1,443.95
133855	CAMPORA	Propane 09/19 - Wallace	10/17/2019	5.82
133757	CARBON COPY INC	Toner	10/03/2019	170.01
EFT	CARD SERVICES	MCWRA Water Symposium Registration - Thomas	10/23/2019	45.00
EFT	CARD SERVICES	Chamber of Commerce State of the County Meeting - Thomas	10/23/2019	30.00
EFT	CARD SERVICES	Chamber of Commerce State of the County Meeting - Underhill	10/23/2019	30.00
EFT	CARD SERVICES	MCWRA Water Symposium Registration - Ratterman	10/23/2019	45.00
EFT	CARD SERVICES	GFOA Conference Meal/Parking/Lodging - Minkler	10/23/2019	329.46
EFT	CARD SERVICES	MCWRA Water Symposium Registration - Minkler	10/23/2019	45.00
EFT	CARD SERVICES	Chamber of Commerce State of the County Meeting - Minkler	10/23/2019	30.00
EFT	CARD SERVICES	NCPA Conference Meal/Lodging - Minkler	10/23/2019	465.22
EFT	CARD SERVICES	GFOA Conference Meal - Martin	10/23/2019	20.00
EFT	CARD SERVICES	Army Corp of Engineers Meeting Meal - Staff/Corp (10)	10/23/2019	58.38
EFT	CARD SERVICES	CDIAC Seminar Lodging - Christensen	10/23/2019	133.64

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
EFT	CARD SERVICES	Small Water System O&M Course Enrollment - Crumpacker	10/23/2019	50.00
EFT	CARD SERVICES	Small Water System O&M Course Enrollment - Cuneo	10/23/2019	50.00
EFT	CARD SERVICES	Small Water System O&M Course Enrollment - Kinney	10/23/2019	50.00
EFT	CARD SERVICES	Submersible Pump/Technology Training - Samorano	10/23/2019	33.46
EFT	CARD SERVICES	Water Distribution, Grade 4 Review Course Lodging - Crank	10/23/2019	212.80
EFT	CARD SERVICES	Water Treatment Plant Operation Course Package - West	10/23/2019	116.55
EFT	CARD SERVICES	Internet Service 10/19 - Hunters	10/23/2019	76.87
EFT	CARD SERVICES	Internet E-Mail Back Up 10/19 - OP HQ	10/23/2019	29.90
EFT	CARD SERVICES	Rackspace Hosted E-Mail Service 09/19	10/23/2019	589.77
EFT	CARD SERVICES	Mailchimp Services - Metzger	10/23/2019	17.99
EFT	CARD SERVICES	Computer - CMMS System	10/23/2019	265.84
EFT	CARD SERVICES	Fuel Pump/Relay - Vehicle #126	10/23/2019	189.87
EFT	CARD SERVICES	Fuel - Vehicle #143	10/23/2019	247.00
EFT	CARD SERVICES	Truck Cab Divider - Vehicle #150	10/23/2019	197.92
EFT	CARD SERVICES	Wheel Rim - Vehicle #719	10/23/2019	55.77
EFT	CARD SERVICES	Caps/Vents - Fuel Tanks	10/23/2019	1,052.86 (F)
EFT	CARD SERVICES	Pipe Labels - JLWTP Pre-Treatment Facility Project	10/23/2019	372.87 (E)
EFT	CARD SERVICES	Lifting Slings (4) - SA Shop	10/23/2019	1,461.86
EFT	CARD SERVICES	Office Supplies	10/23/2019	118.18
EFT	CARD SERVICES	Customer Service Door Tags	10/23/2019	447.28
EFT	CARD SERVICES	Dropbox Annual Subscription (3)	10/23/2019	450.00
133892	CARSON HILL ROCK PRODUCTS	3/4 Class II AB - CCWHSE Stock	10/24/2019	651.89
133892	CARSON HILL ROCK PRODUCTS	Red Slurry/Pump Truck - DF/VCTO WWTP Recycled Water Distribution Project	10/24/2019	3,299.14 (B)
133892	CARSON HILL ROCK PRODUCTS	Slurry - EP Sewer Main	10/24/2019	851.96
133893	CDK SUPPLY	Fuse - FMWWTP	10/24/2019	58.72
133894	CED CREDIT	Switch/Conduit/Gasket/Covers - DF/VCTO WWTP Recycled Water Distr Proj	10/24/2019	93.20 (B)
133758	CHEMTRAC INC	Probe/Motor/Piston - WPWTP	10/03/2019	1,083.00
133759	CITY OF ANGELS	Sewer 09/19 - Six Mile Village	10/03/2019	3,465.75
133760	CLARK PEST CONTROL	Pest Control Services 09/19 - CCWTP	10/03/2019	92.00
133856	CLARK PEST CONTROL	Pest Control Services Sept/Oct - Wallace WWTP	10/17/2019	244.00
133895	CLARK PEST CONTROL	Pest Control Services 10/19 - Burson	10/24/2019	84.00
133895	CLARK PEST CONTROL	Pest Control Services 10/19 - OP HQ	10/24/2019	125.00
133857	COLEMAN ENGINEERING, INC.	Engineering/Design Services - EP Techite Pipeline Replacement Project	10/17/2019	3,792.00 (E)
133817	COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 10/19	10/10/2019	740.00
133761	COMCAST	Internet Service 10/19 - JLWTP	10/03/2019	88.08
133818	COMCAST	Internet Service 10/19 - DF/VCTO WWTP	10/10/2019	83.08
133819	COMCAST	Internet Service 10/19 - OP HQ	10/10/2019	153.08
133896	COMCAST	Internet Service 11/19 - JLTC	10/24/2019	88.08
133897	COMCAST	Internet Service 11/19 - JLWTP	10/24/2019	85.94
133858	CONDOR EARTH TECHNOLOGIES INC	Leachfield Evaluation - AWWTP	10/17/2019	3,074.56
133858	CONDOR EARTH TECHNOLOGIES INC	Materials Testing/Inspection Services - EP Reach 1 Pipeline Replacement Proj	10/17/2019	709.50 (E)
133858	CONDOR EARTH TECHNOLOGIES INC	Monitoring Well Installation - WPWWTP	10/17/2019	4,372.50 (F)
133858	CONDOR EARTH TECHNOLOGIES INC	Monitoring Well Installation - Wallace WWTP	10/17/2019	5,054.25 (F)
133898	CONDOR EARTH TECHNOLOGIES INC	Sustainable Groundwater Management Act (SGMA) Support	10/24/2019	4,847.00

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133898	CONDOR EARTH TECHNOLOGIES INC	Compaction Testing - CC Leak Repairs	10/24/2019	408.50
133820	CPPA	Power 09/19	10/10/2019	86,886.78
133762	CPUD	Water Service 09/19 - OP HQ	10/03/2019	307.68
133821	CRANK, MICHAEL	DOT Exam Reimbursement	10/10/2019	150.00
133899	CRANK, MICHAEL	Mileage Reimbursement - District Errands	10/24/2019	55.68
133900	CRAUTHERS CONCRETE PUMPING	Concrete Pumping - EP Sewer Main	10/24/2019	740.00
133901	CSDA	2020 Membership Dues	10/24/2019	7,615.00
133902	CWEA	Collection System Maintenance, Grade 1 Cert Renewal - Turner	10/24/2019	89.00
133822	DATAPROSE	UB Statement Processing 09/19	10/10/2019	4,415.85
133763	DC FROST ASSOCIATES, INC	UV Electrical Parts - CCWWTP	10/03/2019	107.81
133859	DOWNEY BRAND ATTORNEYS LLP	Legal Services 08/19	10/17/2019	39,853.67
133824	EBBETTS PASS GAS SERVICE	Fuel 09/19	10/10/2019	2,219.64
133764	EBBETTS PASS LUMBER	Pipe/Mower Cord/Rebar/Skimmers - EP Barn	10/03/2019	128.03
133764	EBBETTS PASS LUMBER	Markers/Tarps/Signs/Pipe/Foam/Elbows/Gas Can/Soap/Pliers - Hunters WTP	10/03/2019	171.75
133903	ECORP CONSULTING, INC	Liaison & Special Use Permit Support - EP Reach 1 Pipeline Replacement Proj	10/24/2019	634.47 (E)
133904	EDGES ELECTRICAL GROUP, LLC	Gloves/CPU Batteries/Modules/Adapters - Electricians Stock	10/24/2019	762.43
133904	EDGES ELECTRICAL GROUP, LLC	Bushing - EP Meadowmont P/S	10/24/2019	68.07 (E)
133904	EDGES ELECTRICAL GROUP, LLC	Slotted Channels/Box/Connectors/Circuit Breakers - DF/VCTO Recycled Wtr Proj	10/24/2019	1,182.67 (B)
133904	EDGES ELECTRICAL GROUP, LLC	Frequency Drive/Panel/Enclosure/Armored Cable - Lake Tulloch Pump Repl Project	10/24/2019	35,125.96 (F)
133765	FASTENAL	Marking Paint/Batteries/Saw Blades/Tape/Bits/Safety Glasses - EP Vending	10/03/2019	368.25
133905	FASTENAL	Dust Masks/Hard Hats/Coveralls - District Wide	10/24/2019	1,387.10
133906	FEDERAL EXPRESS	Shipping 10/19	10/24/2019	222.09
133766	FERGUSON ENTERPRISES, INC	Repair Clamps - EP Barn	10/03/2019	3,976.45
133766	FERGUSON ENTERPRISES, INC	Radio Read Meters (50) - LCWHSE	10/03/2019	14,317.88
133907	FERGUSON ENTERPRISES, INC	Couplings/Cap/Gaskets - Lake Tulloch Pump Replacement Project	10/24/2019	2,446.32 (F)
133860	FGL ENVIRONMENTAL	Waste Water Testing 10/19	10/17/2019	2,429.50
133860	FGL ENVIRONMENTAL	Water Testing 10/19	10/17/2019	4,318.00
133861	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 10/19 - Sheep Ranch	10/17/2019	93.50
133861	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 10/19 - Wallace	10/17/2019	93.50
133825	FOOTHILL PRINTING & GRAPHICS	Business Cards - Williams/Crank	10/10/2019	287.65
133862	FOREST SERVICE	Wildlife Mitigation FY 19-20	10/17/2019	25,000.00 (A)
133767	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #134	10/03/2019	134.45
133767	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #531	10/03/2019	134.45
133767	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #612	10/03/2019	134.45
133767	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #707	10/03/2019	64.85
133908	GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	10/24/2019	641.25
133908	GAMBI DISPOSAL INC.	Bio-Solids Removal - LCWWTP	10/24/2019	1,472.50
133909	GENERAL SUPPLY COMPANY	Connectors/Conduit/Gaskets/Covers - DF/VCTO Recycled Water Distribution Proj	10/24/2019	465.62 (B)
133909	GENERAL SUPPLY COMPANY	Drill Tap Kits/Heat Gun/Screwdriver Set/Pliers/Wire Cutters - Vehicle #720	10/24/2019	292.26
133910	GOLDEN STATE FLOW MEASUREMENT, INC	Radio Read Meter (1)	10/24/2019	761.48
133768	GOVCONNECTION, INC	Cables/Dongles/Speakers/Docking Station/Suface Pro Covers - OP HQ	10/03/2019	1,135.54
133769	GRAINGER	Rubber Strips/Key Tags - JLWTP	10/03/2019	150.60
133911	GRAINGER	Pipe Cap/Cable Ties - Lake Tulloch Pump Replacement Project	10/24/2019	105.33 (F)
133912	GRUTZMACHER, SCOTT	Water Treatment Plant Op Exam Review Class Meal/Lodging/Mileage Reimb	10/24/2019	257.12

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133770	HACH COMPANY	Dispenser Refills - Inspector	10/03/2019	73.79
133770	HACH COMPANY	Dispenser Refills/Reagents - JLWTP	10/03/2019	259.78
133913	HACH COMPANY	Solutions/Sensor/Probe/Lamp/Photocell Assembly - DF/VCTO WWTP	10/24/2019	2,477.29
133913	HACH COMPANY	Nitrate Test Kit/Accuvacs - CCWWTP	10/24/2019	560.62
133913	HACH COMPANY	SS7 Detector Unit - CCRCP	10/24/2019	1,392.84
133914	HD SUPPLY CONSTRUCTION & INDUSTRIAL - WHITE CAP	Coconut Blankets/Pins/Straw Wattles - Lake Tulloch Pipe Replacement Project	10/24/2019	1,146.80 (F)
133915	HESKETH AUTOMOTIVE	Oil/Lube/Filters/Wiper Blades - Vehicle #715	10/24/2019	173.37
133772	HIBBARD, RICHARD	Water Treatment Plant Operator Test Mileage Reimbursement	10/03/2019	112.52
133827	HIBBARD, RICHARD	Safety Boot Reimbursement	10/10/2019	200.00
133916	HOBGOODS CLEANING	Janitorial Service 10/19	10/24/2019	1,985.00
133773	HUGHESNET	Internet Service 10/19 - FMWWTP	10/03/2019	82.23
133863	HUGHESNET	Internet Service 10/19 - AWWTP	10/17/2019	80.94
133917	HUNT & SONS, INC	Fuel - CC	10/24/2019	1,412.48
133917	HUNT & SONS, INC	Hydraulic Oil - DF/VCTO Kubota	10/24/2019	85.75
133918	HUTSON, DAMON	Safety Boot Reimbursement	10/24/2019	200.00
133828	IRON MOUNTAIN	Document Destruction 09/19	10/10/2019	73.13
133919	JOHN M. ELLSWORTH CO., INC	Fuel Pumps/Meter Kits (7) - District Wide Fuel Tanks	10/24/2019	3,663.77 (F)
133920	KASL CONSULTING ENGINEERS	Construction Management Services - EP Reach 1 Pipeline Replacement Proj	10/24/2019	9,518.50 (E)
133775	LIEBERT CASSIDY WHITMORE	HR Training Webinar - Lollar	10/03/2019	150.00
133776	LOLLAR, STACEY	Safety Training Meal/Mileage Reimbursement	10/03/2019	165.88
133830	LOWE'S	Bottled Water/Trash Bags - WPWTP	10/10/2019	66.25
133830	LOWE'S	Grinding Wheels/Border Fencing/Rebar Ties/Mason String/T-Post - FMWWTP	10/10/2019	813.11
133830	LOWE'S	Loppers/Ratchets/Level/Pliers/Post Drivers - Construction Crew	10/10/2019	309.53
133831	MAIL FINANCE	Maintenance Lease Agreement Jun-Sept - OP HQ Mailing Equipment	10/10/2019	983.27
133922	MAIL FINANCE	Maintenance Lease Agreement Aug-Oct 2019 - OP HQ Folder/Sorter	10/24/2019	1,097.48
133923	MARK LOWE	Saw Cut Concrete/Aluminum Lid/Doors/Ladders - CC PRV Vault	10/24/2019	9,660.00
133777	MEAD & HUNT INC	La Contenta Dam EAP 08/19	10/03/2019	1,215.50
133832	MINKLER, MICHAEL	Washington, DC Legislative Meetings Airfare/Lodging Reimbursement	10/10/2019	1,487.34
133833	MODESTO AIRCO GAS & GEAR	Cylinder Rental 10/19	10/10/2019	91.00
133778	MODESTO STEEL INC	Aluminum Metal - CC PRV Vault Lid	10/03/2019	4,275.68
133834	MOTHER LODGE ANSWERING SERVICE	Answering Service 10/19	10/10/2019	558.68
133835	MOUNTAIN OASIS PURIFIED WATER	Water Cooler Services/Supplies 09/19 - District Wide	10/10/2019	159.30
133924	MUNICIPAL MAINTENANCE EQUIP	Quick Clamps/Nozzles - Vehicle #123	10/24/2019	346.49
133924	MUNICIPAL MAINTENANCE EQUIP	Leader Hose - Vehicle #126	10/24/2019	159.80
133779	MUTUAL OF OMAHA	Life/AD&D/STD/LTD Insurance, Employees 10/19	10/03/2019	6,022.38
133780	NEOFUNDS BY NEOPOST	Postage	10/03/2019	1,000.00
133925	NEW YORK LIFE	Life Insurance 09/19	10/24/2019	1,124.36 (C)
133865	NORDAHL LAND SURVEYING	Land Surveying/Lot Line Adjustment Map - OP HQ Corp Yard	10/17/2019	2,520.00
133926	NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	10/24/2019	1,212.15
133926	NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	10/24/2019	2,244.31
133927	NTU TECHNOLOGIES INC	Pro Tek 301 - CCWTP	10/24/2019	2,318.40
133927	NTU TECHNOLOGIES INC	Pro Pac Polymer - JLWTP	10/24/2019	8,503.56
133867	O.S.T.S. INC	Crane Equipment Training (6)	10/17/2019	150.00
133866	O'REILLY AUTO PARTS	Thermostat/Antifreeze/Water Outlet - Vehicle #124	10/17/2019	102.93

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133866	O'REILLY AUTO PARTS	Battery - Vehicle #130	10/17/2019	130.85
133866	O'REILLY AUTO PARTS	Oil/Wiper Blades/Towels - Vehicle #608	10/17/2019	43.56
133866	O'REILLY AUTO PARTS	Diesel Exhaust Fluid/Jumper Cables - Vehicle #621	10/17/2019	139.38
133866	O'REILLY AUTO PARTS	Oil/Wiper Blades - Vehicle #707	10/17/2019	74.69
133866	O'REILLY AUTO PARTS	Diesel Exhaust Fluid - Vehicle #722	10/17/2019	42.86
133866	O'REILLY AUTO PARTS	Wiper Blades - Construction Crew Vehicles	10/17/2019	149.23
133866	O'REILLY AUTO PARTS	Grease/Floor Mats - Construction Crew Equipment	10/17/2019	85.00
133866	O'REILLY AUTO PARTS	Filters - Hydro Trailer	10/17/2019	5.56
133781	P G & E	Power 09/19 - District Wide	10/03/2019	2,064.58
133782	P G & E	Power 09/19 - Wallace Spray Fields	10/03/2019	23.10
133836	P G & E	Power 09/19 - JLTC	10/10/2019	201.17
133837	P G & E	Power 09/19 - Warmwood L/S	10/10/2019	18.92
133838	P G & E	Power 09/19 - Woodgate L/S	10/10/2019	23.32
133839	P G & E	Gas 09/19 - OP HQ	10/10/2019	16.68
133840	P G & E	Power 09/19 - VS House	10/10/2019	15.28
133868	P G & E	Power 09/19 - CC Water Tank	10/17/2019	37.95
133869	P G & E	Power 09/19 - SA Shop	10/17/2019	347.78
133928	P G & E	Power 10/19 - Hwy 26	10/24/2019	7.36
133783	PETERSON BRUSTAD INC	Engineering/Design Services - JLWTP Pre-Treatment Facility Project	10/03/2019	1,713.89 (E)
133929	PONTON INDUSTRIES, INC.	Oxygen Sensor - JLWTP	10/24/2019	364.61
133930	POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	10/24/2019	266.40
133930	POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	10/24/2019	2,227.07
133948	RANCHO CALAVERAS POA	Town Hall Meeting Deposit - Valley Springs Public Outreach 11/6/19	10/30/2019	250.00
133931	RYAN HERCO PRODUCTS CORP.	Valves/Connectors/Adapters/Elbows/Pump/Motor Assembly - CCWTP	10/24/2019	537.93
133931	RYAN HERCO PRODUCTS CORP.	Valves/Connectors/Adapters/Elbows/Pump/Motor Assembly - CCWWTP	10/24/2019	537.92
133931	RYAN HERCO PRODUCTS CORP.	Valves/Connectors/Adapters/Elbows - CCRCP	10/24/2019	215.72
133784	SAM BERRI TOWING	Tow Service - Vehicle #129	10/03/2019	135.00
133932	SAM BERRI TOWING	Tow Service - Vehicle #525	10/24/2019	75.00
133785	SEIU LOCAL 1021	Union Dues 09/19	10/03/2019	2,764.86 (C)
133871	SENDERS MARKET INC	Chainsaw/Chain/Files - Vehicle #121	10/17/2019	376.97
133871	SENDERS MARKET INC	Ball Mount/Hitch Ball/Fasteners - Vehicle #606	10/17/2019	42.24
133871	SENDERS MARKET INC	Flap Disc/Lighter/Brush - SA Shop	10/17/2019	26.60
133871	SENDERS MARKET INC	Trailer Connector - Southworth WWTP Tractor	10/17/2019	4.82
133871	SENDERS MARKET INC	Sealant/Insulating Foam/Screw/Key Ring - Southworth WWTP	10/17/2019	46.07
133871	SENDERS MARKET INC	Sump Pump - FM L/S	10/17/2019	193.04
133871	SENDERS MARKET INC	Sump Pump - LCWWTP	10/17/2019	154.43
133871	SENDERS MARKET INC	Wheelbarrow - LCWHSE	10/17/2019	150.14
133871	SENDERS MARKET INC	Concrete/Sealer - JLWTP	10/17/2019	90.40
133871	SENDERS MARKET INC	Edger/Trowel/Float - Garcia	10/17/2019	43.98
133871	SENDERS MARKET INC	Power Strip/Extension Cord - OP HQ	10/17/2019	21.21
133871	SENDERS MARKET INC	Garment Hooks/Decals/Plastic Bags/Distilled Water - Wallace WTP	10/17/2019	26.18
133786	SHAPE INC	Pump Rebuild - JL Huckleberry L/S	10/03/2019	38,624.74 (E)
133787	SIERRA JANITORIAL SUPPLY	Paper Towels/Supplies	10/03/2019	398.06
133841	SLAKEY BROS - JACKSON	Unions/Nipples - CCWHSE Stock	10/10/2019	270.55

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133933	SLAKEY BROS - JACKSON	Repair Clamps/Band Saw Repair/Pipe/Service Line/Adapters - LCWHSE	10/24/2019	6,817.68
133933	SLAKEY BROS - JACKSON	Backpack Sprayer Return - CCWHSE	10/24/2019	(414.84)
133790	STAPLES CREDIT PLAN	Office Supplies	10/03/2019	3,438.91
133793	SWRCB	Drinking Water Distribution Operator, Grade D2 Cert Renewal - Crumpacker	10/03/2019	80.00
133793	SWRCB	Drinking Water Distribution Operator, Grade D4 Cert Application - Sullivan	10/03/2019	140.00
133935	SWRCB	Drinking Water Distribution Operator, Grade D3 Cert Renewal - Cuneo	10/24/2019	120.00
133936	THE CAR DOCTOR	Oil/Lube/Filter - Vehicle #712	10/24/2019	89.94
133937	TIFCO INDUSTRIES	Drill Set/Lug Assortment - Vehicle #720	10/24/2019	1,009.10
133794	TINDELL, ROGER	Safety Boot Reimbursement	10/03/2019	200.00
133795	TREATS GENERAL STORE INC	Meeting Supplies 09/19	10/03/2019	27.06
133796	TRIPLEPOINT ENVIRONMENTAL	Ammonia Reducing Pilot Study - CCRCP	10/03/2019	8,250.00
133797	TURNER, DOUGLAS	Safety Boot Reimbursement	10/03/2019	175.89
133843	UNION PUBLIC UTILITY DISTRICT	Water Service 09/19 - DF/VCTO	10/10/2019	168.00
133798	UNITED PARCEL SERVICE	Shipping 09/19	10/03/2019	379.55
133938	UNITED PARCEL SERVICE	Shipping 10/19	10/24/2019	203.29
133939	UNIVAR USA INC	SLS 45 - CC Lower Thompson L/S	10/24/2019	1,551.53
133874	US BANK CORP TRUST SVCS	Assessment District 604 Fiscal Agent Fee	10/17/2019	1,020.00 (C)
133874	US BANK CORP TRUST SVCS	Dalee/Cassidy Assessment District Fiscal Agent Fee	10/17/2019	2,150.00 (C)
133874	US BANK CORP TRUST SVCS	Saddle Creek Assessment District Fiscal Agent Fee	10/17/2019	2,915.00 (C)
133799	USA BLUE BOOK	Ball Valve/Filters/Buret - AWWTP	10/03/2019	1,985.76
133799	USA BLUE BOOK	Photocell Replacement Kit/StabiCal Turbidity Standard - Hunters WTP	10/03/2019	1,243.11
133799	USA BLUE BOOK	Photocell Replacement Kit - DF/VCTO WWTP	10/03/2019	539.56
133940	USA BLUE BOOK	pH Buffer - Southworth WWTP	10/24/2019	62.09
133940	USA BLUE BOOK	Reagents/Solution/Check Valves - JLWTP	10/24/2019	686.36
133940	USA BLUE BOOK	pH Buffer/Solution/Probe/Reagent Sets - Hunters WTP	10/24/2019	1,304.62
133941	VERIZON WIRELESS	Cell Phone Service 11/19	10/24/2019	3,003.47
133800	VOLCANO TELEPHONE COMPANY	Phone 10/19 - WPWWTP	10/03/2019	163.71
133800	VOLCANO TELEPHONE COMPANY	Phone/Fax 10/19 - WPWWTP	10/03/2019	394.15
133942	WAGeworks	FSA Admin 09/19	10/24/2019	200.00
133801	WEBSOFT DEVELOPERS, INC.	CMMS Software	10/03/2019	66,000.00 (F)
133943	WEST POINT LUMBER INC	Boots - SA Shop	10/24/2019	40.74
133943	WEST POINT LUMBER INC	Tubing/Elbow/Fasteners/Screws - Mokelumne River P/S	10/24/2019	75.57
133943	WEST POINT LUMBER INC	Muriatic Acid - WPWWTP	10/24/2019	25.71
133943	WEST POINT LUMBER INC	Bottled Water - WP	10/24/2019	8.56
133806	WESTLINE	Pump Fabrication Labor - Lake Tulloch Pump Replacement Project	10/07/2019	1,200.00 (F)
	EFT WEX BANK	Fuel 09/19	10/08/2019	14,184.31
133802	WILLDAN	Assessment District Services - 3A West Point	10/03/2019	387.68 (C)
133802	WILLDAN	Assessment District Services - 9S4 Arnold	10/03/2019	993.89 (C)
133802	WILLDAN	Assessment District Services - Dalee Cassidy	10/03/2019	448.22 (C)
133802	WILLDAN	Assessment District Services - Fly In Acres	10/03/2019	619.19 (C)
133802	WILLDAN	Assessment District Services - Saddle Creek	10/03/2019	2,104.59 (C)
133802	WILLDAN	Assessment District Services - Wallace	10/03/2019	603.44 (C)
133944	WILLIAM R. ANDERSON CONST.	3/4 Class II A/B - LCWHSE	10/24/2019	1,745.02
133945	WOODARD & CURRAN INC	Water Audit Validation Services 09/19	10/24/2019	1,437.50

CCWD
AP DISBURSEMENTS
OCTOBER 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133946	WYCKOFF, DAMON	District Supervisors Meeting Supplies Reimbursement	10/24/2019	23.60
133946	WYCKOFF, DAMON	California Cyanotoxins Group Meeting Meal Reimbursement	10/24/2019	17.18
133803	YOUNG'S COPPER ACE HARDWARE	Organizer/Wire Strippers/Terminals/Hardware - CC Treatment Plants	10/03/2019	100.85
133803	YOUNG'S COPPER ACE HARDWARE	Tape/Adapter/Grease Gun/Grease/Hose - Collections Crew	10/03/2019	52.70
133803	YOUNG'S COPPER ACE HARDWARE	Hardware/Batteries - CCWHSE	10/03/2019	17.98
133803	YOUNG'S COPPER ACE HARDWARE	Batteries/U-Posts - Construction Crew	10/03/2019	58.93
133803	YOUNG'S COPPER ACE HARDWARE	Single Side Keys - Electricians	10/03/2019	8.54
133947	ZOOM SMOG & AUTOMOTIVE	Replace Inner Axle Seals/Silicone/Oil - Vehicle #621	10/24/2019	1,530.36
	Employee Medical Reimbursements (1)			400.00
	Retiree Health Reimbursements (3)			809.30
	Customer/Employee Refunds (3)			926.76
Total October 2019 AP Disbursements				<u>942,508.60</u>

RESOLUTION NO. 2019- ____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

RATIFYING CLAIM SUMMARY NO. 572

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 572 at the Regular Meeting held on November 13, 2019 and

WHEREAS, Board Members have resolved questions, issues, or concerns by consultation with District staff during said meeting.

NOW, THEREFORE, BE IT RESOLVED that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby ratifies Claim Summary Number 572 in the amount of \$1,604,536.52 for the month of October, 2019.

PASSED AND ADOPTED this 13th day of November, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 13, 2019
TO: Michael Minkler, General Manager
FROM: Peter Martin, Interim Director of Administrative Services
SUBJECT: Authorized Signers on Banking and Investment Accounts

RECOMMENDED ACTION:

Motion: _____ / _____ adopting the following Resolutions for authorizing signers on Banking and Investment accounts:

- Umpqua Bank Resolution No. 2019-_____
- Local Agency Investment Fund Resolution No. 2019-_____
- Wells Fargo Resolution No. 2019-_____

SUMMARY:

With the recent hiring of Rebecca Callen as the Director of Administrative Services, it has become necessary for the District to update its authorized signers list for Umpqua Bank, Local Agency Investment Fund (LAIF), and Wells Fargo investment transactions. Resolutions to update the bank forms are attached for your review.

Established CCWD financial transaction protocol requires the General Manager and Director of Administrative Services authorization prior to initiating an investment transaction. All financial transactions will be handled per Board policy.

FINANCIAL CONSIDERATIONS:

None

*Attachments: Resolution No. 2019-___ Authorizing Signatures for Umpqua Bank
Resolution No. 2019-___ Authorizing Signatures for Local Agency Investment Fund
Resolution No. 2019-___ Authorizing Signatures for Wells Fargo Investments*

RESOLUTION 2019 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT**

**AUTHORIZING SIGNATURES
FOR UMPQUA BANK CHECKING AND MONEY MARKET ACCOUNTS**

WHEREAS, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2019-57 on August 14, 2019 authorizing the signatories for investment and check signing; and

WHEREAS, the District needs to update the authorization list due to the recent hiring of Rebecca Callen.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby rescind in its entirety Resolution 2019-57, and any and all prior signature authorizations for investment and check signing thereto.

BE IT FURTHER RESOLVED, that two of the following District employees shall be authorized to sign checks and other instruments:

Executive Group	Finance
Michael Minkler	Rebecca Callen
Peter Martin	Patricia Christensen

BE IT FURTHER RESOLVED, that this District authorizes and directs you, Umpqua Bank, and your correspondent banks, to honor and pay all checks and other instruments, including those payable to persons whose names appear on them as signers, which are drawn on its Checking Account number 60203627, described as Calaveras County Water District Secretarial Fund, when it bears or purports to bear the facsimile signatures of two (2) of the employees listed above. One signature must be from the Executive Group.

BE IT FURTHER RESOLVED, that you and your correspondent banks may honor and charge this District for all checks and other instruments for the payment of money as long as the facsimile signatures resemble the specimens which an officer of the District files with you now or in the future. This applies regardless of whom the checks or other instruments are payable to or of the manner in which the actual or purported facsimile signatures were made on the documents.

BE IT FURTHER RESOLVED, that this District authorizes and directs you, Umpqua Bank, and your correspondent banks, to honor all funds transfers between the Calaveras County Water District Secretarial Fund account (account number 60203627); and the Calaveras County Water District Business Money Market savings account

(account number 990755837). Funds transfers and transactions require two parties; one to initiate the transfer and another to verify it.

PASSED AND ADOPTED this 13th day of November, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

RESOLUTION 2019 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT**

**AUTHORIZING SIGNATURES
IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Financial Management Policy 5.01 authorizing the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the Calaveras County Water District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT does hereby rescind in its entirety Resolution 2019-58, and any and all prior signature authorizations for investment of monies in the Local Agency Investment Fund thereto.

BE IT FURTHER RESOLVED, that the following Calaveras County Water District Officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Executive Group	Finance
Michael Minkler General Manager	Rebecca Callen Director of Administrative Services
Peter Martin Manager of Water Resources	Patricia Christensen Accountant III

PASSED AND ADOPTED this 13th day of November, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

RESOLUTION 2019 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT**

**AUTHORIZING SIGNATURES
IN THE WELLS FARGO TRUST ACCOUNT
FOR INVESTMENT CUSTODIAN SERVICES**

WHEREAS, California Government Code Section 53600, *et seq.* imposes requirements for the investment and safekeeping of local government monies, including the use of an independent third-party custodian, and

WHEREAS, Wells Fargo Bank performs these services in compliance with said Government Code Sections, and

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Financial Management Policy 5.01 authorizing the safekeeping of securities in Wells Fargo in accordance with the provisions of Section 53608 of the Government Code for the purpose of investments as stated therein, is in the best interests of the Calaveras County Water District,

NOW, THEREFORE, BE IT RESOLVED, that the following Calaveras County Water District Officers shall be authorized to provide direction on the purchase or sale of assets held in the Custody Account:

Executive Group	Finance
Michael Minkler General Manager	Rebecca Callen Director of Administrative Services
Peter Martin Manager of Water Resources	Patricia Christensen Accountant III

PASSED AND ADOPTED this 13th day of November, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 13, 2019

TO: Board of Directors

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for October 2019

RECOMMENDED ACTION:

For information only.

SUMMARY:

Per the District's Investment Policy, Staff will report on a monthly basis the investment activity for the preceding month. During the month of October 2019, the following investment transactions occurred.

10/1/19	Interest received on the Wells Fargo Money Market Investment Account	31.11
10/3/19	19 th Liquidation Distribution Lehman Bros Hldgs Inc.	2,918.61
10/3/19	Transfer from Umpqua Bank Money Market Account to the District's Operating Account	350,000.00
10/15/19	Interest Received on LAIF Investment Funds July-September 2019	177,231.16
10/24/19	Transfer from the District's Operating Account to LAIF	1,000,000.00
10/31/19	Interest Received on the Umpqua Bank Money Market Investment Account	665.34

Staff monitors cash flow to ensure operational needs are met and excess funds are invested.

Attachment: Investment Activity Report for October 2019

**CALAVERAS COUNTY WATER DISTRICT
INVESTMENT ACTIVITY ENTRY
FOR THE MONTH ENDING OCTOBER 31, 2019**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			CPN RATE	INVESTMENT DATE	MATURITY DATE	CM INTEREST RECVD
		COST	Prem/(Disc)	PAR (PRINC)				
Lehman Bros Hldgs Inc 11/10/09 (IN DEFAULT)	17,670.00	740,413.38	(684,586.62)	1,425,000.00	3.950%	05/05/08	---	-
Wells Fargo Bank Certificate of Deposit	1,999,320.00	2,000,000.00	-	2,000,000.00	1.300%	07/22/16	07/22/21	-
Wells Fargo Money Market	25,078.84	25,078.84	-	25,078.84	0.010%	ongoing	n/a	31.11
Sub-totals Wells Fargo Bank	2,042,068.84	2,765,492.22	(684,586.62)	3,450,078.84				31.11
Umpqua Bank Money Market	2,216,327.83	2,216,327.83	-	2,216,327.83	0.350%	06/14/07	n/a	665.34
Local Agency Investment Fund	28,256,138.66	28,256,138.66	-	28,256,138.66	2.140%	ongoing	n/a	177,231.16
Totals	32,514,535.33	33,237,958.71	(684,586.62)	33,922,545.33				\$177,927.61

October Transactions:	Date	Amount
Interest received on the Wells Fargo Money Market Investment Account	10/1/2019	31.11
19th Liquidation Distribution Lehman Bros Hldgs Inc	10/3/2019	2,918.61
Transfer from Umpqua Bank Money Market Account to the District's Operating Account	10/3/2019	350,000.00
Interest received on LAIF Investment Funds July-September	10/15/2019	177,231.16
Transfer from the District's Operating Account to LAIF	10/24/2019	1,000,000.00
Interest received on the Umpqua Bank Money Market Investment Account	10/31/2019	665.34

Agenda Item

DATE: November 13, 2019

TO: Board of Directors

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Review and Direction of the FY 2019-20 First Quarter Investment Report

RECOMMENDED ACTION:

Motion: _____/_____ by Minute Entry, to review and accept the District's quarterly Cash and Investments report for the period ending September 30, 2019.

SUMMARY:

Stated below are cash and investment balances for June 30, 2019 and September 30, 2019 and the change in respective balances:

	<u>06/30/19</u>	<u>09/30/19</u>	<u>Change</u>
Cash, Umpqua Bank (general account)	\$ 2,082,109	\$ 1,688,672	\$ (393,437)
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)	29,326,641	27,078,908	(2,247,733)
Money Market Accounts	3,137,269	2,587,791	(549,478)
Bond Investments*	23,798	19,808	(3,990)
Certificates of Deposits*	1,987,280	1,995,740	8,460
Trustee Accounts	<u>530,944</u>	<u>534,257</u>	<u>3,313</u>
Total Cash and Investments	<u>\$ 37,088,641</u>	<u>\$ 33,905,776</u>	<u>\$ (3,182,865)</u>

**Based on Market Value*

District Funds	\$ 32,910,615
Trustee Accounts	534,257
Assessment District Funds	<u>460,904</u>
Total Funds	<u>\$ 33,905,776</u>

This report is for the first quarter of FY 2019-20 and covers the months of July, August, and September 2019. Investment activities included:

Interest received on the Wells Fargo Money Market investment account	57.22
Interest received on the Wells Fargo Certificate of Deposit	17,356.16
Interest received on the Umpqua Bank Money Market investment account	3,978.76
Quarterly interest received on the LAIF investment account	177,266.81
Lehman Bros Holding 18 th liquidation distribution	4,130.72
Transfer from Umpqua Bank Money Market investment account to the District's Operating account	575,000.00
Transfer from LAIF to the District's Operating account	2,425,000.00

The District posted investment earnings of \$8,121 during the first quarter. Note that the above LAIF interest revenue and a portion of the Wells Fargo Certificate of Deposit interest revenue were accrued for FY 2018-19. The Wells Fargo Bank Certificate of Deposit is out of compliance with the Investment Policy as it exceeds the length of maturity allowed. The District is able to meet its cash needs over the next six months, and Staff continues to pursue alternate investment opportunities.

FINANCIAL CONSIDERATIONS:

At its September 17-18, 2019 meeting the Federal Open Market Committee (FOMC) stated "in light of the implications of global developments for the economic outlook as well as muted inflation pressures, the Committee decided to lower the target range for the federal funds rate to 1.75 to 2 percent." There is speculation of one more rate decrease in 2019.

After reaching the highest interest rates, in recent history, in June, rates have been slowly declining. At the end of June, the LAIF interest rate was 2.45, at the end of September the rate was 2.25, a drop of 20 basis points.

Staff expects to maintain the current structure of the District's portfolio to provide adequate liquidity to fund current capital improvement projects.

CALAVERAS COUNTY WATER DISTRICT

Quarterly Report on Investments

September 30, 2019

Investment Cost	Market Value	Coupon Rate	Date Invested	Date of Maturity	Days to Maturity	% of Portfolio	Invested with
\$ 27,078,908	\$ 27,078,908	2.250%	Open	Open	185	82.20%	Local Agency Investment Fund
22,129	22,129	0.010%	Open	Open	5	0.07%	Wells Fargo Money Market
2,565,662	2,565,662	0.440%	June 14, 2007	Open	1	7.79%	Umpqua Bank Money Market
2,000,000	1,995,740	1.300%	July 22, 2016	July 22, 2021	661	6.07%	Wells Fargo Bank Certificate of Deposit
743,332	19,808	3.950%	May 5, 2008	November 10, 2009	DEF	2.26%	Lehman Bros Hldgs Med Term Note CUSIP 52517PXT3
534,257	534,257	(Trustee funds from page 2)				1.62%	
<u>\$ 32,944,288</u>	<u>\$ 32,216,504</u>					100.00%	

I certify that all of the investments reported herein are substantially in accordance with the District's Financial Management Policy 5, "Investment Policy Guidelines", the law and other contractual agreements. I further certify the investments reported herein provide for the ability of the District to meet cash flow needs as specified in Financial Management Policy 5.

Rebecca Callen, Director of Administrative Services

CALAVERAS COUNTY WATER DISTRICT
Quarterly Report on Investments

September 30, 2019

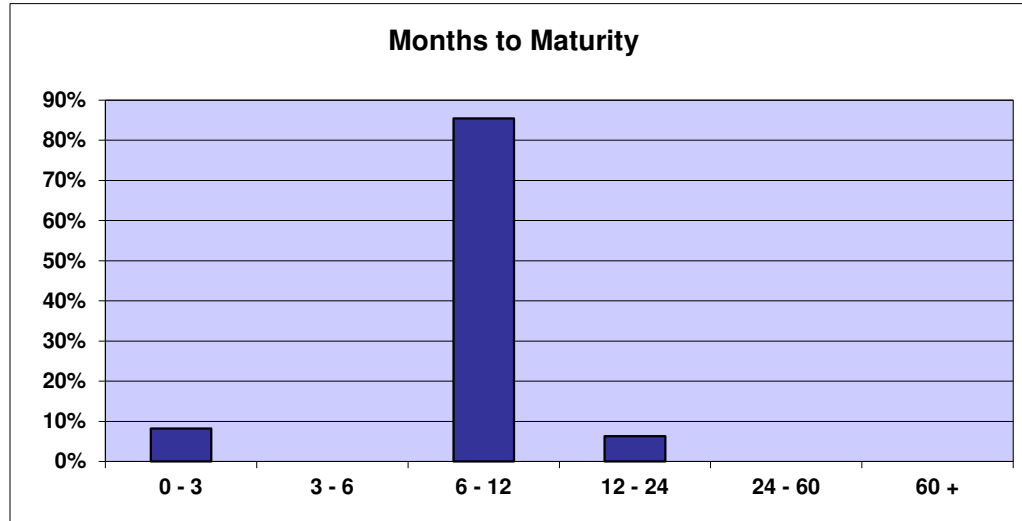
Trusteed Funds:

Cost	Market Value	% Yield	Date Invested	Date of Maturity	Days to Maturity	% Portfolio	Trustee	INVESTED FOR
\$ 330,122	\$ 330,122	0.00%	Aug 16, 06	Open	1	61.79%	USBank	2006 Saddle Creek Ltd, Reserve
134,170	134,170	0.01%	Oct 15, 13	Open	1	25.11%	USBank	Fly In Acres Reserve Fund
69,965	69,965	0.01%	Sep 09, 10	Open	1	<u>13.10%</u>	USBank	DaLee/Cassidy Reserve Fund
<u>\$ 534,257</u>	<u>\$ 534,257</u>					<u>100.00%</u>		

Maturity Analysis	Maturity Time Frames
\$ 29,666,699	LAIF/Money Market
19,808	Maturity in Default
1,995,740	Scheduled Maturities in 2021
<u>\$ 31,682,247</u>	Total
534,257	Trustees Investments
<u>\$ 32,216,504</u>	Total Investments
\$ 1,688,672	Checking Account Balance
600	Petty Cash + Change Fund
<u>\$ 33,905,776</u>	Total Cash & Investments

Weighted Average Maturity	
(The average life in days following the last day of the month)	
Fund Class:	No. of Days
General	<u>213</u>
In Years =	<u>0.58</u>
Trust	<u>1</u>

Calaveras County Water District
Monthly Maturity Distribution (Market Value)
As of September 30, 2019



Months to Maturity	Maturity Distribution	Market Value
0 - 3	8%	\$ 2,607,599
3 - 6	0%	-
6 - 12	85%	27,078,908
12 - 24	6%	1,995,740
24 - 60	0%	-
60 +	0%	-
	Total	\$ 31,682,247

Months to maturity chart includes Lehman Bros defaulted bond of \$19,808 as of 09/30/19.

**Calaveras County Water District
Portfolio Summary
As of September 30, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield to Maturity
Local Agency Investment Fund (LAIF)	27,078,908	27,078,908	27,078,908	83.6%	185	2.25%
Money Market Funds (Wells Fargo)	22,129	22,129	22,129	0.1%	5	0.01%
Money Market Funds (Umpqua)	2,565,662	2,565,662	2,565,662	7.9%	1	0.44%
Non-Negotiable Certificates of Deposit (Wells Fargo Bank)	2,000,000	1,995,740	2,000,000	6.2%	661	1.30%
Medium Term Notes	1,425,000	19,808	743,332	2.3%	DEF	DEF
Total Investments	33,091,699	31,682,247	32,410,031	100%		
Ending Accrued Interest		184,014	184,014			
Total Investments & Accrued Interest:	33,091,699	31,866,261	32,594,045			

**Calaveras County Water District
Investment Compliance Checklist
As of September 30, 2019**

California Government Code Section	Investment Category	Maximum Maturity	Authorized Investment Limits (Percent of Portfolio)	Percentage Held in Portfolio	Credit Rating Limits	Compliance
16429.1	Local Agency Investment Fund (LAIF)	None	*	84%	n/a	Yes
53601(l)	Money Market Funds (Wells Fargo)	None	20%	0%	(1)	Yes
53601(l)	Money Market Funds (Umpqua)	None	20%	8%	(1)	Yes
53684	Non-Negotiable Certificate of Deposit (Wells Fargo Bank)	2 years	40%	6%	n/a	No
53601(k)	Medium Term Notes	5 years	30%	<u>2%</u>	A or >	Yes
				100%		

(1) Highest ranking by 2 of 3 of the nationally recognized rating agencies

*LAIF currently allows a maximum of \$65 million per account.

Agenda Item

DATE: November 13, 2019
TO: Board of Directors
FROM: Michael Minkler, General Manager
SUBJECT: Discussion/Action Regarding the Agreement for Qualified Labor between CCWD and UWPA

RECOMMENDED ACTION:

Motion: _____/_____ by Minute Entry Approving the Agreement for Qualified Labor between the Calaveras County Water District and Utica Water and Power Authority.

SUMMARY:

The District is experimenting with a labor share with the Utica Water and Power Authority. Both agencies could use qualified staff from time to time to assist with critical infrastructure projects or operational needs. As needed and at the discretion of each agency, each agency may provide the other with qualified labor subject to the terms of the agreement.

Staff feels this agreement is in the best interest of the District and hopes the program will be successful.

FINANCIAL CONSIDERATIONS:

None at this time.

Attachments: Agreement for Qualified Labor between CCWD and UWPA

**Agreement for Qualified Labor Between
Calaveras County Water District
and
Utica Water and Power Authority**

THIS AGREEMENT is dated as of November 1, 2019, by and between CALAVERAS COUNTY WATER DISTRICT, hereinafter called CCWD, and UTICA WATER AND POWER AUTHORITY, hereinafter called UWPA (collectively called "PARTIES").

WHEREAS, each party requires the need of additional qualified labor from time to time to provide assistance for critical infrastructure projects or operational needs; and

WHEREAS, CCWD and UWPA intend to enter into an arrangement for provision of said services through this Agreement.

IT IS MUTUALLY AGREED by and between CCWD and UWPA as follows:

1. **Services.** Subject to availability and at the sole discretion of each agency, each party may provide the other with qualified labor subject to the terms of this Agreement.
2. **Contract Price.** Labor will be charged at the hourly rate of the employee performing services, times the overhead rate approved by the respective parties Board of Directors, unless an exchange of labor or services is agreed upon by the General Manager of each party. An illustrative example of an alternative arrangement may be an exchange of labor where CCWD will provide UWPA with two employees for one week at UWPA and UWPA will reciprocate with two employees for one week of work at CCWD.
3. **Relationship of the Parties.** This Agreement is by and between two independent agencies and is not intended to and shall not be construed to create the relationship between the PARTIES of agent, alter ego, servant, employee, joint venture, association, trust, partnership, or agreement for the exercise of joint powers, or to impose a trust or partnership covenant, obligation or liability, or to transfer any function from one party to the other.
4. **Indemnification.** UWPA and CCWD will defend, indemnify, and hold harmless each other, its directors, officers, consultants, agents, employees, and authorized volunteers from all claims and demands of all persons arising out of the performance of the work or related to any matter connected with the Scope of Work, or any other service provided to each other; including but not limited to, claims by directors, officers, consultants, agents, employees, or authorized volunteers for damages to persons or property except for the sole negligence or willful misconduct or active negligence of opposing party, its directors, officers, consultants, agents, employees or authorized volunteers.
5. **Workers Compensation.** By its signature hereunder, each party certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires that every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that each party will comply with such provisions before commencing the performance of the services under this Agreement. All Parties will keep workers' compensation insurance for its employees in effect during all work covered by this Agreement.
6. **Invoices.** Unless other payment arrangements are made, any invoice generated by either CCWD or UWPA shall include the total invoiced and paid to date, and shall include a written description of services rendered. Invoice addressing shall be as follows:

Utica Water and Power Authority

Accounts Payable
1168 Booster Way
Angels Camp, CA 95254


Calaveras County Water District

Accounts Payable
PO Box 846 / 120 Toma Court
San Andreas, CA 95249

- 7. **Payment.** Payment, unless otherwise specified, is to be made to requesting party within 60 calendar days after receipt of an invoice.
- 8. **Disputes.** Disagreements between the UWPA and CCWD concerning the meaning, requirements, or performance of this Agreement shall be subject to final determination by the Boards of Directors of the PARTIES. If resolution cannot be obtained, the dispute shall be submitted to binding arbitration.
- 9. **Term of this Agreement.** This Agreement is for a period of two years from date agreement is signed.
- 10. **Liability.** In no event shall either party be liable in contract, tort, strict liability, or warranty for any special, indirect, incidental, or consequential damages to opposing party. In addition, each party shall not be subject to any liability for non-compliance with any law, regulation, permit, order, or direction by any local, State, or Federal Agency in respect to the operation of the opposing parties.
- 11. **Attorney's Fees.** If either party brings any action to enforce this Agreement, or for the breach thereof, the losing party shall pay the prevailing party's costs and reasonable attorneys' fees and costs (including, without limitation, interest, penalties, attorney, expert witness and consulting fees, and litigation costs) incurred in connection with the action.
- 12. **Review of Agreement.** It is agreed and acknowledged by UWPA and CCWD that the provisions of this Agreement have been arrived at through negotiation, and that UWPA and CCWD have had a full and fair opportunity to revise the provisions of this Agreement.
- 13. **No Waiver of Breach.** The waiver by either party of any breach of any term or promised contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.
- 14. **No Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create, any rights in third parties.
- 15. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original instrument, but all of which together shall constitute one and the same instrument.

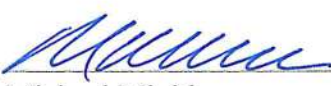
Accepted:

UWPA:

By: 

 Steve Sarantopolous
 General Manager
 Utica Water and Power Authority
 Date: 11/4, 2019

CCWD:

By: 

 Michael Minkler
 General Manager
 Calaveras County Water District
 Date: 11/4, 2019

Agenda Item

DATE: November 13, 2019
TO: Michael Minkler, General Manager
FROM: Kevin Williams, Civil Engineer
RE: Update Regarding District's New Operations Maintenance Facility

RECOMMENDED ACTION:

None / Discussion Only

SUMMARY:

This Board agenda item is concerning the District's plans to expand its main campus to include a new operations and maintenance facility. The new facility will provide a centralized location for the District's operations, equipment maintenance, and warehouse storage. This facility will be located adjacent to District's main office on George Reed Drive in San Andreas. The District recently purchased additional property adjacent to the existing headquarters to allow for this expansion. The building is proposed to be situated on the Southwest corner of the vacant properties to maximize use of the available land and preserve space for future expansion. Since the building site has a number of existing conditions including sloping topography, natural drainage and seasonal creeks, grading and drainage improvements will need to be made along with building construction. Utility improvements will include site electrical, fire, water, and septic services.

The proposed building will be approximately 160' x 60' (9,600 SF) with three service bays for equipment repairs and warehouse space for storage of construction materials. The proposed site plan, preliminary floor plan and building elevations are attached for review and discussion. A preliminary construction cost estimate is provided below.

COST ESTIMATE

DESCRIPTION	COST
Permits/Fees	\$ 20,000
Sitework/Grading/Drainage	\$ 193,575
Asphalt Paving	\$ 95,550
Steel Building Purchase/Install	\$ 182,400
Concrete Slab Foundation	\$ 81,000
Interior Walls/Electrical/Lighting/HVAC	\$ 100,000
TOTAL	\$ 672,525

The District would like to substantially complete construction of the project by the end of 2020 or early 2021 according to the following schedule:

PROJECT SCHEDULE

MILESTONE	DATES
Design/Bid Documents	Nov. 2019 – Jan. 2020
Bid/Award	Feb. 2020 – Apr. 2020
Notice to Proceed	May 1, 2020
Site Work, Grading, Drainage	May 1, 2020 – July 31, 2020
Concrete Foundation	Aug. 1 – 31, 2020
Metal Building Shop Fabrication/Delivery	May 2020 – Aug. 31, 2020
Metal Building Erection	Sept. – Nov. 2020
Asphalt Paving	Sept. – Oct. 2020
Interior Walls, Electrical, Lighting, HVAC	Dec. 2020 – Feb. 2021

The District plans to provide the prospective bidders a site grading, drainage, paving plans, utility plans for water, septic, electrical, and preliminary building floor plan and exterior elevations for the metal building. Final design drawings would be prepared by the metal building manufacturer, stamped by a registered professional engineer and submitted for District approval. Prospective bidders would be provided with separate bid schedules: A) for site work, grading, drainage and paving, B) for the metal building and concrete slab foundation, and C) for internal walls, electrical, lighting, and HVAC. The District will award separate contracts for each of the bid schedules.

The proposed shop space will provide a cost-effective way to consolidate facilities spread throughout District. The shop facility will A) Eliminating existing shop rental cost of \$36,000/year, B) Provide secure long term facility vehicles and equipment versus Hunters Water Plant and Jenny Lind, C) Allow staff and management at main office to better coordinate with Mechanics, and D) Provide a limited number of non-assigned common work spaces for operations, maintenance and electrical staff to perform office work while at main office.

The proposed warehouse space will provide not only storage for parts, fittings and materials used on regular basis but a secure to storage location for future jobs. The warehouse facility will A) Allow parts and inventory to be monitored and purchases made cost effectively, B) Provide space for District to stock necessary items, C) Take burden of managing inventory off field crews, and D) Minimizes unnecessary purchases and storage.

FINANCIAL CONSIDERATIONS:

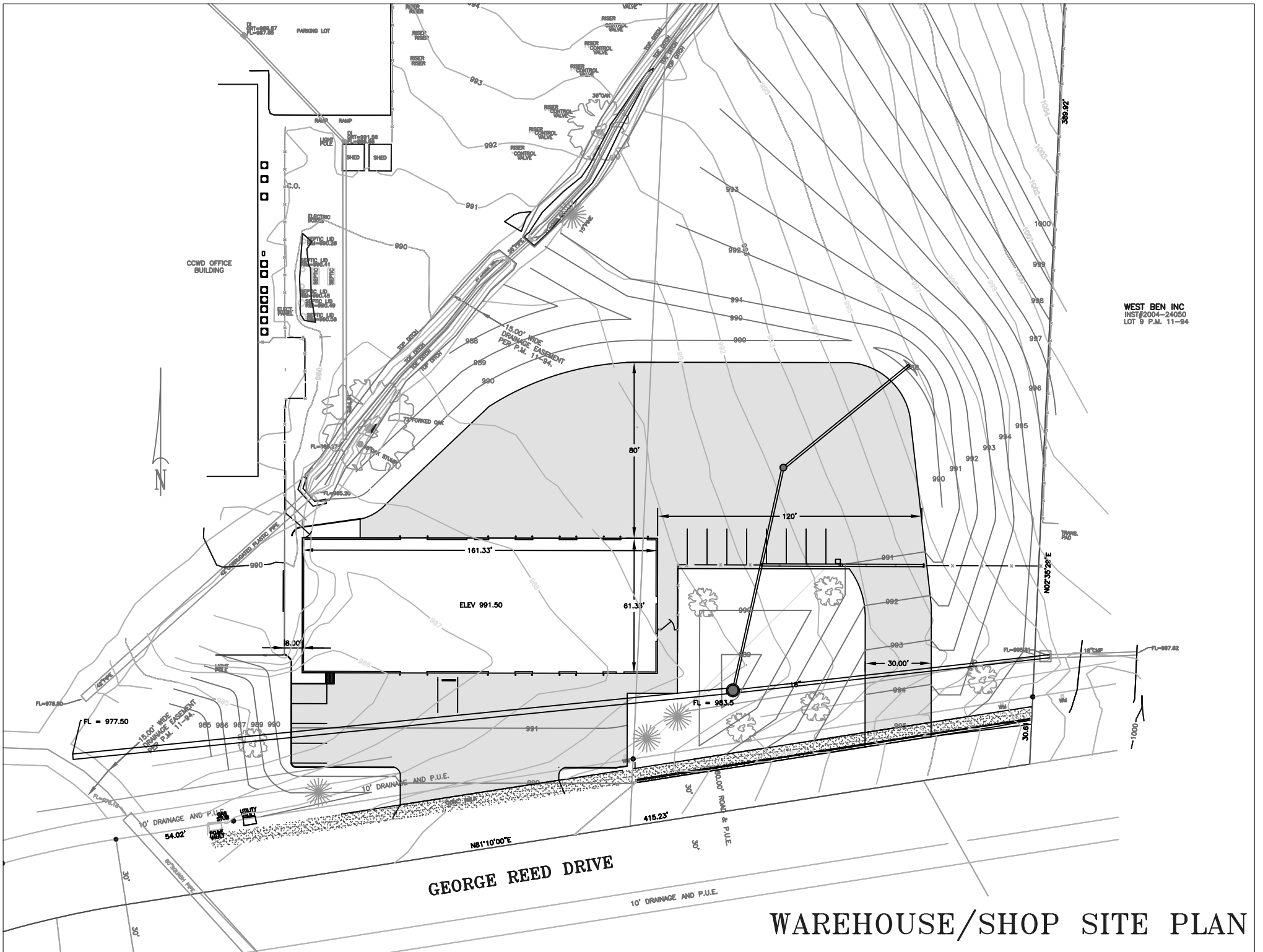
The available funds balance in Fund 104 are \$371,557 as shown below. Fund 104 (Admin Replacement) was created in 1999-2000 fiscal year with NCPA funding. In addition to infrastructure projects, the funds have been used to match USDA construction loans, and most recently to pay for a portion of the Operations Head

Quarters Building. The District expenses to date of \$187,931.21 include the purchase of the parcel adjacent to the main office and consulting and surveying fees. Fund 104 may be augmented by \$130,000 pending the sale of property in San Andreas.

<u>ITEM</u>	<u>FUND 104</u>
Original Balance	\$ 557,039.13
Expenses to Date	(\$ 187,931.21)
Refund of Escrow	<u>\$ 2,449.08</u>
SUBTOTAL	\$ 371,557.00
Estimated Land Sale	<u>\$ 130,000.00</u>
TOTAL (Funds Available)	\$ 501,557.00

Due to Fund 104 (Admin Replacement Fund) having insufficient resources, fund 108 (Interest Reserve) could be used to fund the remaining \$170,968. The Interest Reserve Fund has been used to assist in funding of other projects, including Operations HQ, Capital Equipment, as well as internal loans. There is sufficient funding available to utilize for the New Operations Maintenance Facility from this source. Should the Board approve this funding source, the projected balance of Fund 108 would be reduced from \$10,705,829 to \$10,534,861 which is well beyond the \$8 million balance requirement.

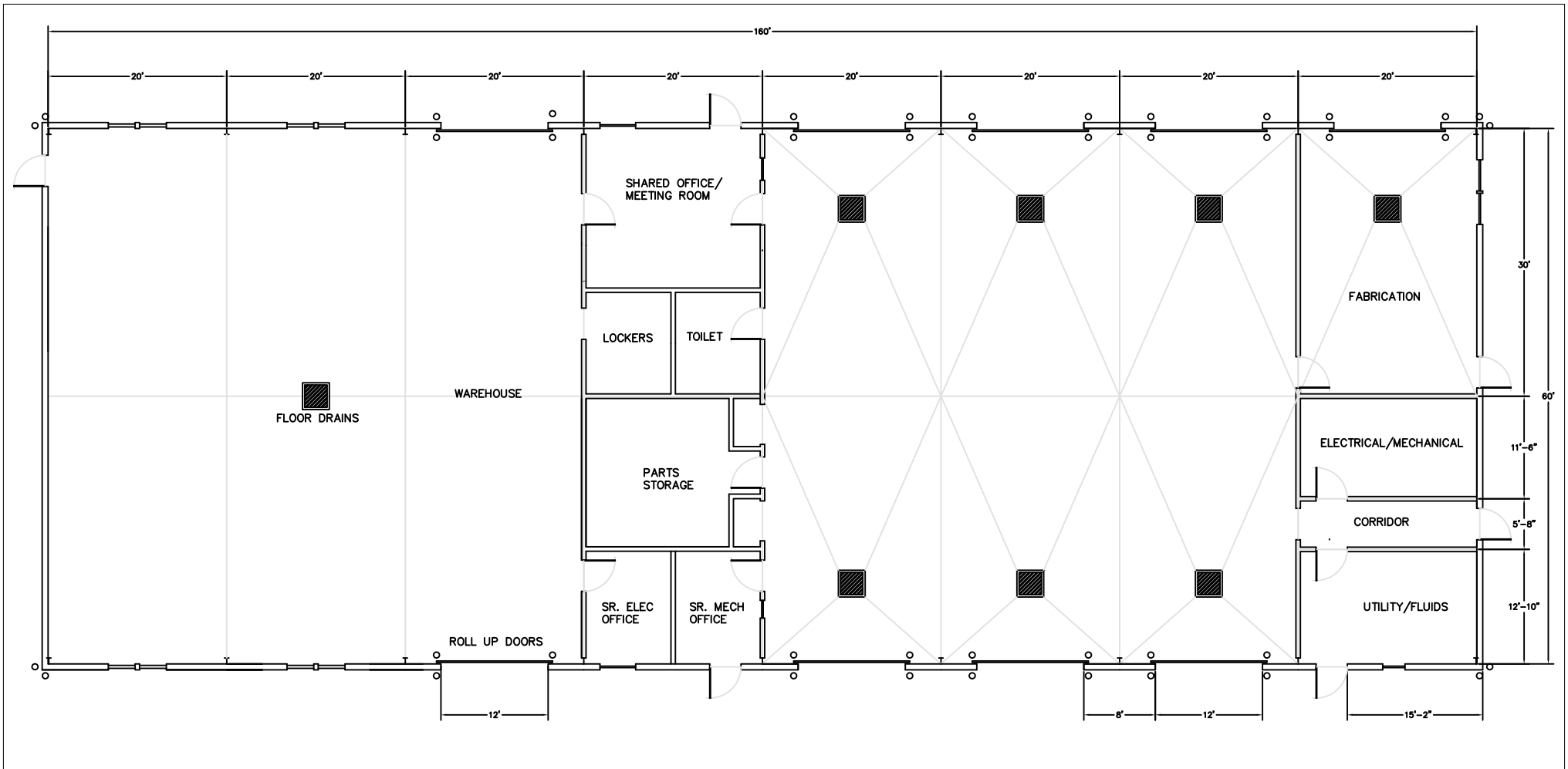
Attachments: Preliminary Project Drawings:
Site Plan
Building Floor Plan
Exterior Elevations



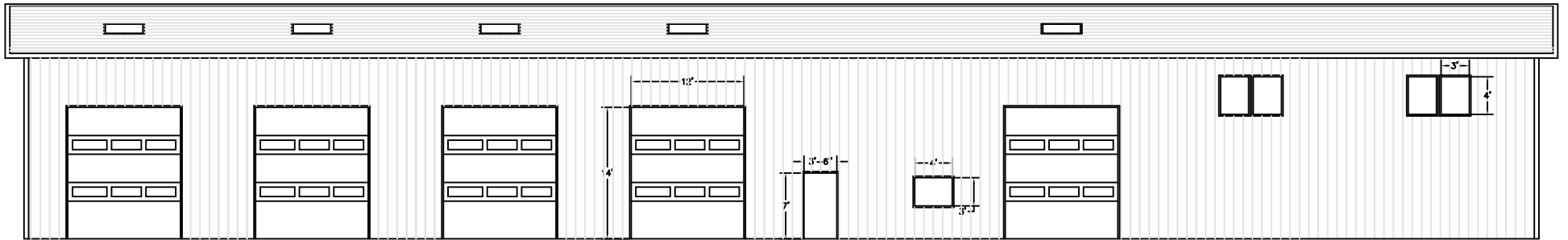
WEST BEN INC
 INST 2004-24050
 LOT 9 P.M. 11-94

GEORGE REED DRIVE

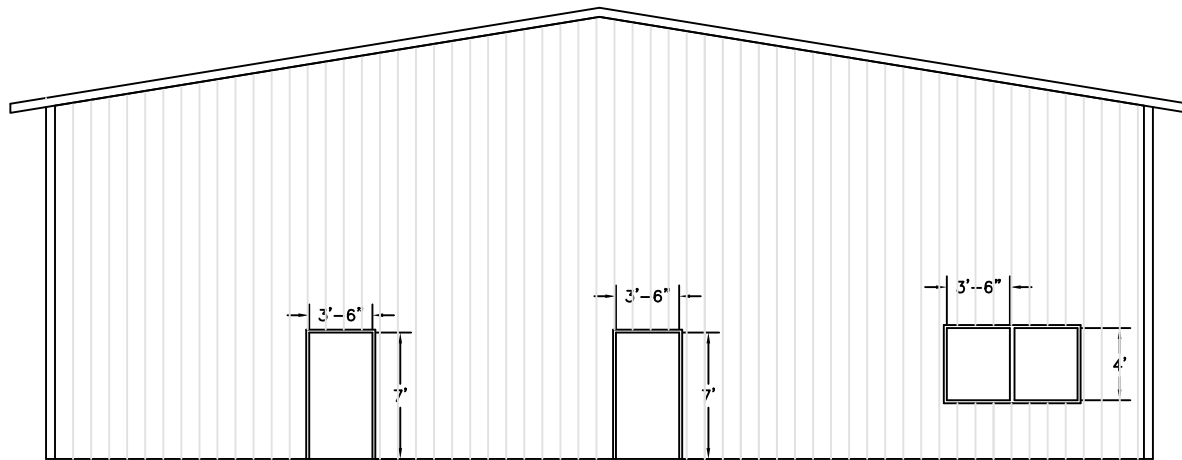
WAREHOUSE/SHOP SITE PLAN



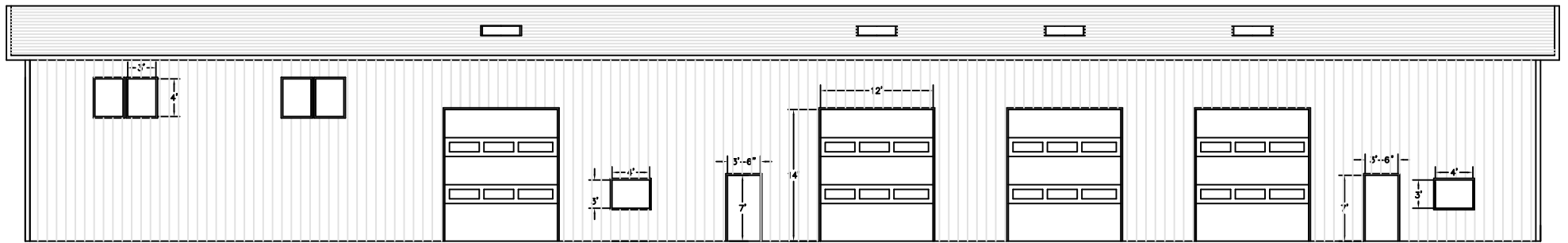
CCWD MAIN CAMPUS EXPANSION PRELIMINARY FLOOR PLAN



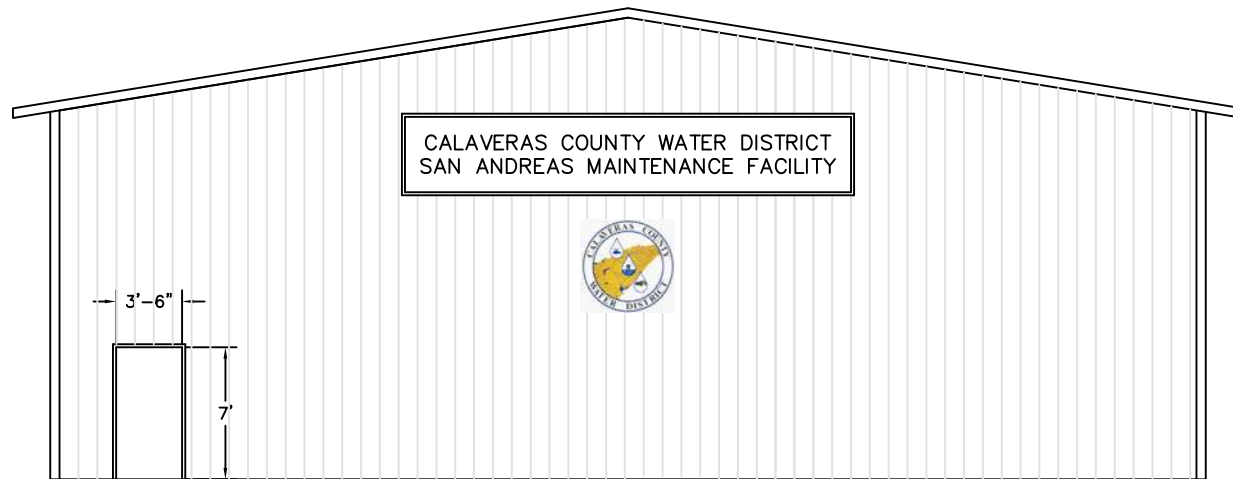
North Elevation



East Elevation



South Elevation
(George Reed Rd Side)



West Elevation

Agenda Item

DATE: November 13, 2019
TO: Michael Minkler, General Manager
FROM: Damon Wyckoff, Director of Operations
RE: Report on the October 2019 Operations Department

RECOMMENDED ACTION:

Receive Report on the Operations Department Report for Divisions 1 through 5.

SUMMARY:

Attached is the monthly Operations Department Report for October 2019. This report will review the operational status and work completed by departmental administration and each of the five Divisions. The report will cover the following:

- Administration
- Water treatment plants
- Wastewater treatment plants
- Distribution
- Collections
- Construction
- Electrical
- Mechanical

Staff will be present the report to the Board of Directors and will available for questions

FINANCIAL CONSIDERATIONS:

None.

Attachment: October 2019 Operations Department Report for Division 1 through 5

Operations Department Report

October 1st 2019 through October 31st 2019

Director of Operations:

1. Extensive work associated with four separate PG&E PSPS events. Coordinated work efforts, ensured the deployment of the Emergency Action Plan, facilitated the needs of District Staff to ensure the uninterrupted supply of potable water and wastewater services throughout the District.
2. Participated in the pre-construction meeting with District Staff and the Contractor (T&S West) – Jenny Lind Service Line Replacement Project – Kirby, Gabor, and Garner
3. Worked to provide assistance and facilitation to District Field Staff RE: The District's Copper Cove Raw Water Pump Replacement Project
4. Worked with District Staff to provide input RE the Development of plans for a District Shop and Warehouse
5. Provided a tour to DWR representatives of the District's Vallecito Reclaimed Water Pump Station
6. On-going work associated with the District's FEMA funded projects
7. On-going work associated with HABs on the Forest Meadows Golf Course Pond. Worked with District Staff to monitor the condition of the pond and noted the algal mats and odor issues began to clear post the Lake Doctor's October Treatment of the Pond

Admin Assistant:

1. September Spray Reporting
2. Maintained Field Calendar
3. Daily Distribution of Line Locates (173 received from 09/01 – 09/30)
4. Collect, Organize, and Enter Department Purchase Orders (115 PO's entered from 09/01-09/30)
5. Operations Work Order Tracking
6. Track Weekly Safety Tailgate Meetings – All Records Up to Date – To Safety Officer
7. Facilitated Employee Reimbursements & Certificate Renewals
8. Set up Training for Ops Staff – Including Registrations & Travel Arrangements
9. Operations Shipping/ Returns
10. Completed Credit Applications for New Vendor Accounts
11. Updated Authorized Buyers Lists
12. On Call Reminders, Transfers, Logs
13. Updated AWWA Standards Binders
14. Organized Data for Monthly Vehicle Inspection Reports – All Records Up to Date – To Purchasing Agent
15. Continued Work Efforts pertaining to Annual Backflow Testing
16. Electronic Lab Report Filing
17. Training New Purchasing Agent on Purchase Order process

Plant Operations Manager:

1. PSPS – Treatment Plant Operations assistance, facilitation of work efforts RE fuel and equipment deliveries
2. Sat on interview panel for the County

3. Completed a review of the District's Monthly water reports and submitted them to the State
4. Completed a review of the District's Monthly wastewater reports and submitted them to the State
5. Compiled 3rd quarter wastewater reports and submitted them to the State
6. Attended ACWA Regulatory Summit RE: PFAS – (byproduct of fire-retardant – found in well water – absent in District supplies)
7. Sampled pilot project at Copper Cove Wastewater Plant
8. Worked with Copper Cove Operations Staff to deploy the Copper Cove Reclaim Plant Pilot Study Skid
9. Completed ICS FEMA Training
10. Spoke to students at Bret Harte High School about careers in the water and wastewater industry
11. On-going Communication with Conifer Communications RE the use of District facilities to house Cell infrastructure
12. Attended a Pre-construction meeting Regarding replacing a failed raw water pump in Lake Tulloch
13. Filed for an extension with the State Division of Drinking Water (DDW) to complete a Start-up procedure for the Jenny Lind WTP pre-treatment facility

Purchasing Agent:

1. CMMS Training
2. Participated in Weekly Safety Meetings
3. Organized warehouse supplies at Copper warehouse and began warehouse inventory
4. Introductory Training RE: The District's Springbrook Accounting system
5. Obtained quotes and ordered safety materials to ensure continued District Compliance.
6. Researched and ordered proper crane truck strapping and manuals; ordered tank labels for new fuel tanks with Hunt & Sons;
7. Reviewed the Collections Department's inventory
8. Attended Purchasing Agent training at Amador Water Agency
9. Coordinated and worked to address additional operational preparations for the upcoming planned PG&E outage
10. Coordinated fuel deliveries for Copperopolis and checked lift station generators
11. Delivered broken water pump to Righetti Diesel Mechanics in Stockton in an effort to facilitate a repair. Unable to repair – ordered an additional for overnight delivery
12. Met with multiple vendors to discuss materials lists and price quotes
13. Inventoried Materials and part for the West Point Distribution and Collections Systems
14. Began inventory of the Copper Cove Maintenance Shop
15. Received three new District Vehicle from Enterprise Fleet Management. Began incorporating them into the District's vehicle fleet

Water Treatment Plants:

Copper Cove Water Treatment Plant:

1. Operations as usual
2. Participated in the District's Copper Raw Pump Replacement Project
3. Considerable work associated with operating facilities during the PG&E PSPS event
4. Tanks cleaned by Divers

Hunter's (Ebbett's Pass) Water Treatment Plant:

1. Operations as usual
2. Extensive operation on generator due to PSPS

Jenny Lind Water Treatment Plant:

1. Operations as usual
2. Facility on Generator Ops due to PSPS event
3. Acti-Flo startup/Phase 1 on hold due to incorrect influent valve on unit

Sheep Ranch Water Treatment Plant:

1. Operations as usual
2. Topped off Storage Tank in response to PG&E's PSPS event
3. Used Potable Water Truck Vendor to jockey water from the Avery Distribution System to the Sheep Ranch Storage Tank to address PSPS

Wallace Lake Estates Well System:

1. Operations as usual
2. Ran Well #2 on generator in response to PSPS

West Point Water Treatment Plant:

1. Operations as usual
2. Ran the Mokelumne River Raw Supply System to address lower than normal Regulating Reservoir Levels in response to PSPS
3. Extensive generator operation during PG&E's PSPS events

Wastewater Treatment Plants:

Arnold Wastewater Treatment Plant:

1. Operations as usual
2. Extensive operation on generator due to the PG&E PSPS event

Copper Cove Wastewater Treatment Plant:

1. Routine operations as required by permit.
2. Extensive operation of the facility on Generator
3. Worked with Vendor to set up and begin operation of a Nitrification / De-Nitrification Pilot Plant

Copper Cove Wastewater Reclamation Plant:

1. Plant idle

Country House Wastewater Facility:

1. Operations as usual

Forest Meadows Wastewater Treatment Plant:

1. Operations as usual
2. Odor Complaints regarding the storage pond
3. Operated the facility on generator during multiple PG&E PSPS outage events

Indian Rock Vineyards Wastewater Facility:

1. Operations as Usual - Weekly inspection of facility. Switched leach fields, tested pumps, changed chart, weekly reads for state compliance
2. Foothill Sanitary pumped down resident's septic tanks to reduce the risk of a sewer spill due to the PSPS event
3. Operated the filters on generator to reduce the risk of a sewer spill associated with the PSPS event

La Contenta Wastewater Treatment Plant:

1. Operations as usual
2. Operated the facility on generator
3. Worked with the Plant Operations Manager and Operations Facility Maintenance to clean debris from the Plant's sludge lagoon

Mountain Retreat / Sequoia Woods Wastewater Facility:

1. Operations as usual

Six Mile Wastewater Collection System:

1. Monthly reads taken and report submitted to the City of Angels Camp

Southworth Wastewater Treatment Plant:

1. Operations as usual
2. Sweet Pea Septic assisted the District in pumping down septic tanks to reduce the risk of backups due to PSPS implementation

Vallecito / Douglas Flat Wastewater Treatment Plant:

1. Operations as usual
2. Operation on Generator due to PSPS
3. Replaced main PLC fuse
4. Ran Belt Press

West Point Wastewater Treatment Plant:

1. Operations as usual
2. Operated on Generator for an extended period of time due to PSPS

Wilseyville Wastewater Facility:

1. Operations as usual

Distribution:

Copperopolis Distribution System:

SERVICE LINE WORK

1. Cheyenne 1" 3 gpm
2. Salmon 1" 5 gpm
3. Mother Shipton 1" 4gpm
4. Winchester 1" 4gpm
5. Yana 1" 6 gpm
6. Poker flat 1" 4gpm
7. Sunrise 1" 3 gpm

MAIN LINE WORK

None at this time

Additional Work

1. Significant work (planning, coordination, and execution) associated with replacement of a failed raw water pump in Lake Tulloch to feed the Copper Cove WTP
2. USA's
3. Significant work associated with re-fueling generators and operating District facilities during multiple PG&E PSPS events

Ebbett's Pass Distribution System:

SERVICE LINE WORK

1. Cheyenne 5 gpm
2. Summit View 5 gpm
3. Deerwood 5 gpm
4. Blagen 5 gpm

MAIN LINE WORK

1. None at this time

Additional Work

1. Customer Service Work Orders
2. USA Line Locates
3. Work associated with inspecting and operating facilities during multiple PG&E PSPS events

Jenny Lind Distribution System:

SERVICE LINE WORK

1. Pardini Pl, 1" x 3" wrap around, 4 gpm
2. Pardini Pl, replaced 2 ft of 3/4" service line and curb stop, 1 gpm
3. Pardini Pl, 1" x 3" wrap around, 2 gpm
4. Pardini Pl, 1" x 3" wrap around, 2 gpm
5. Kirby, cut out and replaced 3 ft of 1" service line. 4 gpm (done after hours)
6. Dunn, cut out and replaced 4 ft of new 1" service line, 2 gpm
7. La Contenta Dr, Pulled 8 ft of new 1" service line under large bushes, 5 gpm
8. Dunn, 1" x 3" wrap around, 2 gpm
9. Partridge Dr, 1" x 3" wrap around, 1 gpm
10. Cox, Rebuilt internal components of leaking fire hydrant, 1 gpm
11. Hartvickson/Partridge, Old 2" valve on abandoned ARV leaking, capped 2" off
12. Cane, cut out and replace 2 ft of 3/4" line, 4 gpm
13. Main St, replaced leaking curb stop, 1 gpm
14. Stinson View, Replaced 3/4 x 3/4 x 1" service tee to meters, 1 gpm
15. Sparrowk, tighten leaking 1" flare, 1 gpm
16. Sparrowk, 1" x 6" wrap around, 2 gpm
17. Thornicroft, Shutdown main and cut out and replace 18 ft of 1" service line (from main to off road) 2 gpm
18. Kirby/Jenny Lind Rd, 1" x 3" wrap around, 2 gpm, (done after hours)
19. Watts, 1" x 3" wrap around, 2 gpm

20. Silver Rapids, 1" x 3" wrap around, 3 gpm
21. Silver Rapids, 1" x 3" wrap around, 3 gpm
22. Thornicroft, 1" x 3" wrap around, 2 gpm
23. Davidson Ct, Replaced 3/4 x 3/4 x 1" service tee, 1 gpm
24. Dalee, 1" x 6" wrap around, 4 gpm
25. Dalee, 1" x 3" wrap around, 2 gpm
26. Davidson Ct, replaced curb stop, 1 gpm
27. Owens, 1" x 3" wrap around, 2 gpm
28. Owens, 1" x 3" wrap around, 1 gpm
29. Jenny Lind Rd, 1" x 3" wrap around, 3 gpm, full traffic control
30. Stanford Ct, 1" x 3" wrap around, 2 gpm
31. Mallard, 1" x 6" wrap around, 4 gpm
32. Gold run Ct, 1" x 3" wrap around, 2 gpm
33. Bane, Old 2" blow off valve leaking, Replaced 2" valve (shutdown main), 4 gpm
34. Bane, **2 leaks**, replaced curb stop at meter and 1" x 3" wrap on service line.
35. Bane, Flare at main leaking, replaced 6 ft of 1" from main out (shutdown main), 2 gpm
36. Hanley, replaced 3/4 x 3/4 x 1" service tee and curb stop at the meter, 2 gpm
37. Westhill, Replaced 3/4 x 3/4 x 1" service tee, 1 gpm
38. Crosel Ct, 1" x 3" wrap around, 1 gpm
39. Crosel Ct, 1" x 3" wrap around, 2 gpm
40. Baldwin, 1" x 3" wrap around, 1 gpm, full traffic control
41. Baldwin, 1" x 3" wrap around, 1 gpm, full traffic control
42. Baldwin, 1" x 3" wrap around, 1 gpm, full traffic control
43. Baldwin, 1" x 3" wrap around, 1 gpm, full traffic control
44. Baldwin, 1" x 3" wrap around, 2 gpm, full traffic control
45. Baldwin, Replaced 3/4 x 3/4 x 1" service tee, 1 gpm, full traffic control
46. Anderson, **2 leaks**, cut out and replaced 3 ft of 1" service line, 2 gpm
47. Anderson, 1" x 3" wrap around, 1 gpm
48. Kirby, cut out and replace 4 ft of 1" service line, 4 gpm, **Line had 3 leaks on it.**
49. Hedgepeth, Replaced leaking meter from root intrusion, 1/2 gpm
50. Gabor, cut out and replaced 5 ft of 1" service line, 4 gpm, **Line had 4 leaks on it.**
51. Sparrowk, 1" x 3" wrap around, 1 gpm
52. Pardini Pl, 1" x 3" wrap around, 2 gpm
53. Pardini Pl, Replaced 3/4 x 3/4 x 1" service tee, 1/2 gpm

MAIN LINE WORK

1. Dunn, 2" leaking, 2" x 3" wrap around, (shutdown main), 2 gpm
2. Cox, 6" leaking at collar from root intrusion, 6" x 12" wrap around, (shutdown main), 3 gpm
3. Crosel Ct, 2" leaking in cul de sac, 2" x 3" wrap around, (shutdown main), 2 gpm

ADDITIONAL WORK

1. USA line locates
2. Customer Service Work Orders for various items including but not limited to: check meter function, re-read, replace meter, restore service, etc.
3. Flushed 10,596 Gallons
4. Normal greasing and upkeep of Vac truck 126
5. Set up generator at 602 Tank for communications during PSPS event.
6. Maintain and check tank levels and generators during PSPS event.
7. Set up fill station at hydrant for people on Buena Vista Ct who had no water during PSPS event.
8. Touch up some old patches with cold patch
9. Set up automatic flusher on Myrtle

West Point Distribution System:

SERVICE LINE WORK

1. Hwy 26, 1" x 3" wrap around, 1 gpm,

MAIN LINE WORK

1. None during this time period

ADDITIONAL WORK

1. Repaired ARV at the Acorn Pump Station
2. Repaired leaking pumps at the Middle Fork Pump Station

3. USA Line locates
4. Multiple work efforts associated with re-fueling generators and facilitating System Operations while under PG&E's multiple PSPS events

Collections:

1. Finished manhole inspections with the District's Construction Inspector in the La Contenta Homeowners Association (HOA) related to their Re-Pave Project
2. Pumped and cleaned wet wells at lift stations 12,13,41,43,44 and 45 in Copperopolis
3. Checked all grease traps in Copperopolis, La Contenta, Arnold, and West Point
4. Checked and serviced all sewer force main ARV's in Copperopolis, La Contenta, West Point, Arnold, Vallecito, and 6-mile village
5. New septic tank installation in Vallecito on Angels Road
6. Pumped slurry over exposed 6" sewer main under bridge by Moose Lodge in White Pines
7. Hydro flushed the headworks at Vallecito waste water treatment plant
8. Serviced all the dry pump cans in Copperopolis and Forest Meadows including plumbing in a new sump pump at Lakeside lift station in Forest Meadows
9. Pumped the sludge mat off of the top of the water at lift station 22 in Copperopolis while the mixer pump is being rebuilt to ensure the function of the transducer and floats are not compromised. This is done weekly until the mixer is back in the wet well.
10. Hydro flushed a known trouble area on Feather Dr. in Copperopolis as part of our annual maintenance to ensure no backups occur
11. Smoke tested the Vallecito collections system to identify sources of I&I
12. Weekly lift station checks
13. No spill report through CIWQS for the month of September
14. Weekly safety tailgate meetings
15. Line locates district wide
16. Responded to sewer spill on Parrots Ferry Rd in Vallecito
17. A large amount of effort and time was spent by our crew on the PG&E PSPS. The bulk of our effort was centered around lift stations, septic tanks, and generator refueling

Construction:

1. Leak repair assistance in La Contenta, Ebbetts Pass, and Copperopolis
2. Installed a new Septic Tank with Collections in Vallecito
3. Worked with Electrical, Mechanical, and Operations Staff to replace a failed pump and install a backup pump at the Copper Cove Raw Water Pump Station
4. Extensive work associated with PG&E's PSPS implementation – fueled facilities, delivered trailer mounted generators, and coordinated fuel trucks and deliveries

Electrical:

1. Repaired Effluent Pump #2 at FMWWTP
2. Assessed repairs needed and ordered parts to fix Copper Cove Lift Station #19 damaged electrical underground conduits
3. Installed Aerator at Forest Meadows pond to combat algae bloom, wired all electrical and controls
4. Repaired alarm database logger at FMWWTP SCADA
5. Deleted erroneous Meadowmont Tank alarms from AWWTP SCADA system
6. Repaired faulted RAS flow meter at AWWTP restoring flow display on SCADA system after a power outage
7. Updated SCADA system logins at AWWTP and FMWWTP
8. Created RAS flow alarm in Win911 system at AWWTP
9. Restored function of SCADA system at AWWTP after a software crash
10. Made labels for the Forest Meadows pond algae bloom aerator control system and installed
11. Attended TESCO technical training in Sacramento
12. Installed new GFI and extended electrical feed cable for chemical pump at JLWTP

13. After hours generator install at Copper Cove Lift Station #17 for PG&E PSPS event
14. Reprogrammed/repaired main PLC at CCWTP during PG&E PSPS event
15. Portable generator repair at Copper Cove Lift Station #19 during PG&E PSPS event
16. Standby generator control system repair at Copper Cove B-Tank after PG&E PSPS event
17. Diagnosed failed standby generator (dead battery) at Copper Cove Warehouse during PG&E PSPS event
18. Copper Cove Raw Water Pump Station automatic transfer switch failure after PG&E restored power from PSPS event
19. Replaced failed 750 UPS at Copper Cove Raw Water Pump Station
20. Repaired control system at Copper Cove Lift Station #8 to regain function of pump #2 after PG&E PSPS event
21. After hours replacement/reprogram of PLC at Copper Cove LS #11 after PG&E PSPS event
22. Confirmed proper function of controls for pump #2 at Avery Tank Pump Station, pump not operational due to CLA-VAL failure
23. Installed/programmed new SC100 turbidimeter at FMWWTP
24. Scaled new Effluent SC100 turbidimeter via remote access to match SCADA system at FMWWTP
25. Repaired Pump #1 at Copper Cove Lift Station #15, pump was air bound
26. Reissued lost IP address to catch pond PLC after PG&E PSPS event
27. Tuned PID for CCWTP Ozone Tower level
28. Replaced/programmed failed PLC at E-Tank in Valley Springs restoring normal pump functions
29. Downloaded configuration files from Copper Cove Raw Water Pump Station ViPR radio system in case of failure due to PSPS events
30. Rebuilt effluent turbidimeter sensor head unit at FMWWTP
31. Checked amp draw and control system function of Pump #1 at Meadowmont Pump Station
32. Replaced 500 UPS for control/radio system at E-Tank in Valley Springs
33. -Installed lockable junction can, multiple rigid conduits and supports, pulled wire, installed/programmed/integrated new Variable Frequency Drive, terminated wire with waterproof resin systems, installed and tested 2 new pumps in Lake Tulloch for Copper Cove Raw Water Pump Station
34. Startup of pilot project at Pond #4 CCWWTP
35. Added new 500 UPS to SC100 turbidimeter at FMWWTP
36. Repaired/reconfigured operations informational call in system for Win911 at FMWWTP
37. Installed portable generator at Dennis Court Pump Station in Valley Springs during PG&E PSPS event
38. Ordered 4 small generators for telemetry panels for next PG&E PSPS events
39. Manually switched over to generator power at CCWTP, Copper Cove Raw Water Pump Station, Copper Cove B-Tank and Copper Cove headworks to insure a smooth transition before PG&E PSPS event
40. Removed/relocated portable generator from Dennis Court Pump Station in Valley Springs after PG&E PSPS event
41. Installed portable generator at Timber Trails Pump Station during PG&E PSPS event
42. Temporarily installed portable generator at Indian Rock WWTP and Winery to pump levels down during PG&E PSPS event
43. Worked with collections crew and temporarily transported portable generator to various septic tanks to pump levels down during PG&E PSPS event
44. Installed portable generator at Wallace WTP Well #2 during PG&E PSPS event
45. Readjusted well flows at Wallace WTP after PG&E PSPS event
46. Removed/relocated portable generator for Wallace WTP well #2, then re-landed electrical feed wires to PG&E service after PG&E PSPS event
47. Diagnosed/replaced blown control transformer fuse at VWWTP after PG&E PSPS event, restoring function of the plant
48. Temporarily installed portable generator at Vallecito Lift Station during PG&E PSPS event
49. Diagnosed failed pump motor on fuel transfer tank in truck #538
50. Removed/relocated portable generator at Timber Trails Pump Station after PG&E PSPS event
51. Replaced failed 750 ups for the control system at Big Trees 4&5 pump station
52. Verified proper function of the controls systems at Big Trees 1 and Big Trees 8 tank sites
53. Restored proper function of the voice radio repeater system at Big Trees 4&5 tank site after PG&E PSPS event

54. Diagnosed Lake Tulloch source flow meter to Copper Cove Reclaim plant as failed after PG&E PSPS event
55. Numerous other PG&E PSPS work efforts

Mechanical:

1. Extensive work associated with addressing District issues as a result of PG&E's PSPS implementation – Re-fueling Standby generators, assisting with the manual transfer of the Copper Raw Water Pump Station from PG&E power to generator and vice versa, replaced failed generator batteries, reset generators due to generator faults and tripped breakers at power transfer, Trailered generators to multiple locations to facilitate the operation of District facilities, replaced a failed water pump on the Copper Cove WTP generator, rodded and flushed the radiator at the Copper Cove Raw Pump Station, removed and replaced all 6 fuel injectors on the generator at B Tank in Copperopolis
2. Replaced power steering pump on vehicle #126 (2004 VacCon)
3. Worked with Members of the Construction Department to rebuild an Air Relief Valve (ARV) at the Acorn Pump Station in West Point
4. Troubleshoot PRV operation and made adjustments at the Avery Pump Station
5. Extensive work related to the Copper Cove Raw Water Pump Replacement Project. Constructed an intake screen and assembled the pump housing, built adaptations onto an equipment trailer to facilitate the delivery of the pumps into the water. Participated in the successful completion of the project

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